Al Faez

Information and Communication Technology

ICT

2026

6th Primary second term

Fat.hy Abo Zed

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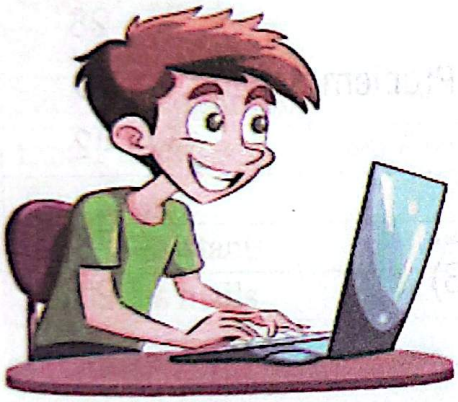
منهج جديد

Al Faez

New ICT Curriculum



مطابقاً لأحدث تعديل منهج وزارة التربية والتعليم

ICT

تمارين التقييمات الأسبوعية

* Explanation by pictures for each lesson.
* Questions for each lesson.
* Evaluation questions.
* Monthly Model exams.
* Summary of Unit Three.
* Summary of Unit Four.
* Final Exams.
* Full answers for the book questions and test questions.

For Primary 6
Second Term

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Unit (3): The Digital Citizen in the Online World

Key Vocabulary of Unit 3.

أهم كلمات ومصطلحات الوحدة الثالثة

❶ Artificial Intelligence and Ethics of Its Use.

Artificial Intelligence	الذكاء الاصطناعي
Technology	التكنولوجيا
Algorithms	الخوارزميات
Benefit	المنفعة
Detailed steps	خطوات تفصيلية
Solve problems	حل المشكلات
Make decisions	اتخاذ القرارات
Facial Recognition	التعرف على الوجه
Email filter	مرشح البريد الإلكتروني
Technology	التكنولوجيا
Voice Assistants	المساعدات الصوتية
Malicious mails	رسائل ضارة

Chatbots	روبوتات الدردشة
Ethics	الأخلاقيات
Inclusiveness	الشمولية
Unbiased	غير متحيز
Bias	تحيز
Privacy	الخصوصية
Security	الأمان
Personal information	المعلومات الشخصية
Chatbots	روبوتات الدردشة
Ethics	الأخلاقيات
Responsibility	المسؤولية
Transparency	الشفافية

❷ Online Shopping and Investment: How Do We Choose the Best?

E-commerce	التجارة الإلكترونية
Online Shopping	التسوق عبر الإنترنت
Consumer	المستهلك
Digital Stores	المتاجر الرقمية
Profit	الربح
Smart Search Engine	محرك بحث ذكي
Comparison Websites	مواقع المقارنة
Online Reviews	المراجعات عبر الإنترنت
Products	المنتجات
Services	الخدمات
Interest	الفائدة
Green Companies	شركات صديقة للبيئة

Preferences	التفضيلات
Quality	الجودة
Price	السعر
Features	الخصائص
Stock Exchange	بورصة الأسهم
Stocks / Shares	الأسهم
Bonds	السندات
Online Investment	الاستثمار عبر الإنترنت
Ethical Investment	الاستثمار الأخلاقي
Sustainable Investment	الاستثمار المستدام
Management	الإدارة
Official Websites	المواقع الرسمية

❸ Digital Communication.

Digital Communication	التواصل الرقمي
Support Services	خدمات الدعم

Email	البريد الإلكتروني
Clear Subject	موضوع واضح

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Educational Services	الخدمات التعليمية	Greeting	تحية
Books	كتب	Purpose	الهدف
training materials	مواد تدريبية	Speed	السرعة
Online libraries	مكتبات إلكترونية	Accuracy	الدقة
Alexandrina Library	مكتبة الإسكندرية	Support offices	مكاتب الدعم
EKB	بنك المعرفة المصري	Organization	المؤسسة أو المنظمة
Customer Support Services			خدمات دعم العملاء

❹ Web Video Conferences.

Video Conferences	مؤتمرات الفيديو	Meeting Code	رمز الاجتماع
Real Time	الوقت الحقيقي	Participants	المشاركون
Face-to-face Communication	تواصل وجهاً لوجه	Join	ينضم
Internet	الإنترنت	Mute	كتم الصوت
Cloud Computing	الحوسبة السحابية	Unmute	إلغاء كتم الصوت
Video Conferencing Tools	أدوات مؤتمرات الفيديو	Microphone	ميكروفون
Organizations	مؤسسات / منظمات	Camera	كاميرا
Microsoft Teams	مايكروسوفت تيمز	Turn On / Off	تشغيل / إيقاف
Google Meet	جوجل ميت	Technical Problems	مشكلات تقنية
Zoom	زوم	Follow-up Email	بريد إلكتروني للمتابعة
New Meeting	اجتماع جديد	Recording	تسجيل
Meeting Link	رابط الاجتماع	Effective Meeting	اجتماع فعّال

❺ Programming Languages and Digital Problem Solving.

English Term	المقابل بالعربية	Power Socket	مقبس الكهرباء
Programming Languages	لغات البرمجة	Power Adapter	محول الطاقة
Computer Programs	برامج الحاسوب	Battery	البطارية
Rules	قواعد	Replace	يستبدل
Symbols	رموز	Forgot Password	نسيت كلمة المرور
Backup	نسخة احتياطية	Strong Password	كلمة مرور قوية
Web Pages	صفحات الويب	External Drive	وحدة تخزين خارجية
Structure	الهيكل / البنية	Cloud Storage	التخزين السحابي

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JavaScript	جافا سكريبت	Google Drive	جوجل درايف
Interactive	تفاعلي	OneDrive	ون درايف
Dynamic	ديناميكي	Undeletable File	ملف غير قابل للحذف
Corrupted File	ملف تالف	Special Symbols	رموز خاصة
Suggested Solutions	حلول مقترحة	Charging Cable	كابل الشحن
Digital Problem Solving			حل المشكلات الرقمية
HTML (Hyper Text Markup Language)			لغة ترميز النص التشعبي

6 Image Editing.

Image Editing	تحرير الصور	Powerful	قوي
Photo	صورة	Free	مجاني
Bright	ساطع / مشرق	Open-source	مفتوح المصدر
Unnatural Color	لون غير طبيعي	Tools	أدوات
Fix	تصحيح / إصلاح	Download	تحميل
Changing	تغيير	Correct flaws	تصحيح العيوب
Modifying	تعديل	Restore Colors	استعادة الألوان
Attractive	جذاب	Camera Light	ضوء الكاميرا
Mistake	خطأ	Change Colors	تغيير الألوان
Professional	احترافي	Background	الخلفية
Presentation	عرض تقديمي	Video Frame	إطار الفيديو
Program	برنامج	Motion Blur	تمويه الحركة
GIMP	برنامج معالجة الصور(GIMP)	Color Adjustment	تعديل الألوان
GNU Image Manipulation Program			برنامج جنو لمعالجة الصور
Artificial Intelligence			الذكاء الاصطناعي
Special Effects / Filters			تأثيرات خاصة / فلاتر
Merge Images / Blending			دمج الصور

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LESSON 1
الذكاء الاصطناعى وأخلاقيات استخدامه

Artificial Intelligence and Ethics of Its Use

- Imagine that a machine can think, solve problems, and make decisions like you! This is artificial intelligence.

تخيل أن الآلة تستطيع أن تفكر، تحل المشكلات، وتتخذ القرارات مثلك تماما. هذا هو الذكاء الاصطناعى

Artificial Intelligence (AI)

- It is a technology that enables machines to use human-like traits, such as logic, to solve problems.
- Artificial Intelligence depends on algorithms.

الذكاء الاصطناعي (AI): تكنولوجيا تمكن الآلات من استخدام السمات البشرية مثل المنطق لحل المشكلات.
الذكاء الاصطناعي يعتمد على الخوارزميات للتعلم

Algorithms:

- An algorithm is a set of detailed steps that tells the computer what to do.
- Algorithm is like recipe that the machine follows to learn and solve problems.

الخوارزميات:
الخوارزمية هي مجموعة من الخطوات التفصيلية التي تخبر الكمبيوتر ماذا يفعل
الخوارزمية تشبه وصفة تتبعها الآلة للتعلم وحل المشكلات

Artificial Intelligence Tools in Our Daily Lives

- Artificial intelligence is all around us, and you may have already used some of its tools.

أدوات الذكاء الاصطناعي في حياتنا اليومية
الذكاء الاصطناعي موجود حولنا، وربما استخدمت بعض أدواته بالفعل

1. **Facial Recognition:**
   Used to verify your identity and unlock your phone.
   - **Example**: Your smartphone.

1 فتح الجهاز بالتعرف على الوجه
يستخدم للتحقق من هويتك وفتح هاتفك. ● **مثال:** هاتفك الذكي

❷ Voice Assistants:

Digital robots that answer your questions or carry out your requests using voice commands.

- **Example**: Siri - Alexa.

❷ المساعدون الصوتيون

روبوتات رقمية تجيب على أسئلتك أو تنفذ طلباتك باستخدام الأوامر الصوتية. ● **مثال:** سيري - أليكسا

❸ Email filter:

Tools that prevent dangerous or unwanted messages (malicious mails) from reaching your inbox.

- **Example**: Your email inbox.

❸ فلتر البريد الإلكتروني

أدوات تمنع الرسائل الخطيرة أو غير المرغوب فيها (البريد الوارد الخبيث) من الوصول إلى بريدك.

● **مثال:** صندوق البريد الإلكتروني

❹ Language processing tools:

Help you formulate your writings. or answers, and send emails and simple messages.

- **Example**: Some search tools, or electronic writing tools.

❹ أدوات معالجة اللغة

تساعدك على صياغة كتاباتك أو إجاباتك ، أو ترسل رسائل إلكترونية ورسائل بسيطة

● **مثال:** بعض أدوات البحث أو الكتابة الإلكترونية

❺ Chat windows:

Windows on websites that automatically respond to you using "chatbots".

- **Example**: Customer service on some websites.

❺ نوافذ الدردشة الآلية

نوافذ في مواقع الويب ترد عليك آليًا بـ "روبوتات المحادثة ".

● **مثال:** خدمة العملاء في بعض المواقع

Ethics: Using Artificial Intelligence Responsibly

- Artificial Intelligence is very powerful, so we must use and develop it in a responsible and ethical way.

أخلاقيات: استخدام الذكاء الاصطناعى بمسؤولية

الذكاء الاصطناعي يمتلك قوة كبيرة ، لذلك يجب علينا استخدامه وتطويره بطريقة مسؤولة وأخلاقية

❶ Inclusiveness:

Artificial Intelligence tools must include all users not only a specific group (Everyone should benefit).

❶ الشمولية: يجب أن تشمل أدوات الذكاء الاصطناعي جميع المستخدمين، وليس مجموعة محددة فقط. (الجميع يجب أن يستفيد).

❷ Unbiased:

Artificial Intelligence decisions must be based on facts, not opinions or personal views (bias).

❷ عدم التحيز: يجب أن تستند قرارات الذكاء الاصطناعي إلى الحقائق والبيانات، وألا تنحاز إلى الآراء أو وجهات النظر الشخصية (التحيز)

❸ Protectiveness (Privacy):

The privacy and security of users' data must be considered when designing AI tools.

- Your Personal information should not be leaked.

❸ التحفظ (الخصوصية): يجب مراعاة خصوصية وأمان بيانات المستخدمين عند تصميم هذه الأدوات.

- لا يجب أن تتسرب معلوماتك الشخصية.

❹ Benefit:

AI tools should be used to help society and make it better, they should not be used to achieve harmful personal gains or cheating others.

❹ الإفادة: ينبغي استخدام أدوات الذكاء الاصطناعي لمساعدة المجتمع وجعله أفضل ، وليس فقط لتحقيق مكاسب شخصية ضارة أو التسبب في غش الآخرين.

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❺ Responsibility:

If an AI tool makes a mistake, the designer should admit the mistake and correct it.

❺ المسئولية:

إذا أخطأت أداة الذكاء الاصطناعي، يجب على مصممها أن يعترف بالخطأ ويصححه.

❻ Transparency:

The designer of AI tool is ready to explain how the AI tools work.

❻ الشفافية: مصمم أداة الذكاء الاصطناعي مستعد لشرح كيفية عمل الأدوات.

Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

1- Which artificial intelligence tool is used to protect your email from malicious messages?

a. Voice assistants
b. Smart home devices
c. Smart navigation systems
d. Email filters.

2- If artificial intelligence is collecting your personal information, the principle ... must be applied Library catalogue.

a. Transparency
b. Inclusivity
c. Confidentiality (Privacy)
d. Accuracy

3- Artificial Intelligence enables machines to use human-like .....

a. emotions
b. logic
c. size
d. color

4- AI mainly depends on .....

a. batteries
b. screens
c. algorithms
d. wires

5- An algorithm is a set of detailed .....

a. pictures
b. sounds
c. steps
d. games

6- An algorithm is like a .....

a. map
b. story
c. recipe
d. toy

7- Facial recognition is used to verify your .....

a. age
b. identity
c. address
d. hobby

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8- Voice assistants respond using .....
a. touch b. writing
c. signals d. voice

9- Email filters block .....
a. images b. folders
c. malware d. games

10- Chat windows use .....
a. robots b. chatbots
c. drivers d. cables

11- Language processing tools help in .....
a. cooking b. driving
c. writing d. drawing

12- Inclusiveness means serving.....
a. managers b. students
c. everyone d. adults

13- AI decisions must be based on .....
a. facts b. moods
c. guesses d. habits

14- Protectiveness mainly relates to .....
a. speed b. privacy
c. cost d. power

15- Personal data should not be .....
a. saved b. shared
c. leaked d. typed

16- AI tools should benefit .....
a. society b. players
c. sellers d. hackers

17- Transparency means explaining how AI .....
a. looks b. works
c. sleeps d. moves

② Put (✓) or (x) in front of each of the following sentences:

1- Artificial intelligence is the technology that enables machines to use human attributes in problem-solving. ( )

2- Responsibility is the ethical principle that relates to ensuring that society benefits from artificial intelligence. ( )

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3- Artificial intelligence tools on social media platforms can suggest people to connect with. ( )

4- The principle of transparency requires that the tool's designer be prepared to explain how it works. ( )

5- Language processing tools help in drafting writing and emails. ( )

6- It is ethical to deliberately omit data from a specific group of people when training artificial intelligence tools. ( )

7- Artificial Intelligence allows machines to think and solve problems like humans. ( )

8- Artificial Intelligence works without using algorithms. ( )

9- An algorithm is a set of detailed steps that guide the computer. ( )

10- An algorithm is similar to a recipe that the machine follows. ( )

11- Facial recognition is used to unlock smartphones. ( )

12- Voice assistants respond only by typing messages. ( )

13- Email filters help prevent malicious mails from reaching your inbox. ( )

14- Chat windows on websites always require a human to respond. ( )

15- Language processing tools help users improve their writing. ( )

16- Artificial Intelligence tools are rarely used in daily life. ( )

17- Inclusiveness means AI tools should benefit everyone. ( )

18- AI decisions should be based on personal opinions. ( )

19- Unbiased AI decisions depend on facts. ( )

20- Protectiveness refers to ignoring user data security. ( )

21- Personal information should be protected when designing AI tools. ( )

22- AI tools should be used for harmful personal gains. ( )

23- Responsibility means correcting mistakes made by AI tools. ( )

24- Transparency means hiding how AI systems work. ( )

25- AI tools should help improve society. ( )

26- Ethics are not important when developing AI systems. ( )

③ Complete the following with the suitable words in brackets:

(identity – recipe – facts – steps – algorithms)

1- AI decisions must be based on …… not opinions.

2- Artificial Intelligence depends on ……

3- An algorithm is a set of detailed …… that tells the computer what to do.

4- An algorithm is like a …… that the machine follows.

5- Facial recognition is used to verify your ……

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④ Complete the following sentences with appropriate words:

1- Artificial Intelligence tools must include .....
2- Protectiveness refers to protecting users' ..... and security.
3- Personal information should not be .....
4- AI tools should be used to help .....
5- Transparency means explaining how AI tools .....
6- Voice assistants carry out requests using ..... commands.
7- Email filters prevent ..... mails from reaching your inbox.
8- Chat windows on websites respond automatically using .....
9- Language processing tools help you formulate your .....

⑤ Write the scientific concept for each of the following:

1- A technology that enables machines to think, solve problems, and make decisions like humans.
2- A set of detailed steps that tells the computer what to do.
3- Tools that verify identity and unlock smartphones using facial features.
4- Digital robots that answer questions or carry out requests using voice commands.
5- The principle that requires AI designers to explain how AI tools work.

⑥ Correct the wrong in the following sentences:

1- Artificial Intelligence does not need algorithms to work.
2- Voice assistants respond only by typing messages.
3- Email filters allow all malicious mails to reach your inbox.
4- AI tools should be used for harmful personal gains.
5- Transparency means hiding how AI tools work.

⑦ Explain / Justify each of the following:

1- AI tools must include all users, not only a specific group.
2- AI decisions must be based on facts, not opinions.
3- The privacy and security of users' data must be considered.
4- AI tools should be used to help society.
5- Designers must admit and correct mistakes made by AI tools.

⑧ Match the items in column (A) with the correct items in column (B):

A		B	
1	Artificial Intelligence depends on	A	recipe that the machine follows
2	An algorithm is like a	B	voice commands
3	Facial recognition is used to	C	facts, not opinions
4	Voice assistants carry out requests using	D	algorithms
5	AI decisions must be based on	E	verify your identity

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LESSON 2

التسوق والاستثمار عبر الإنترنت
كيف نختار الأفضل؟

Online Shopping and Investment: How Do We Choose the Best?

- Have you ever bought a toy or ordered a meal online? This is what is called e-commerce.

هل سبق لك أن اشتريت لعبة أو طلبت وجبة عبر الإنترنت؟ هذا ما يسمى "التجارة الإلكترونية".؟

E-commerce

- It is the process of buying and selling products and services online.
- E-commerce is a vast world of options.

التجارة الإلكترونية : هي عملية بيع وشراء السلع والخدمات عبر الإنترنت
التجارة الإلكترونية تُعتبر عالمًا واسعًا من الخيارات

Digital Stores

- With so many online stores and a lot of options, it is necessary to use technology and AI to help us make the right purchasing decisions.

المتاجر الإلكترونية: مع زيادة المتاجر الإلكترونية وتنوع الخيارات ، أصبح من الضروري استخدام التكنولوجيا والذكاء الاصطناعي لمساعدتنا على اتخاذ قرارات الشراء الصحيحة

- Did you know: The person who buys goods or services is called a "consumer".

هل تعلم: الشخص الذي يشتري السلع أو الخدمات يُسمى "المستهلك".

Smart tools for comparison and research

1. Smart search Engines
2. Comparison Websites
3. Online Reviews

الأدوات الذكية للمقارنة والبحث:

Smart search Engines محركات البحث الذكية	Comparison Websites مواقع المقارنة الإلكترونية	Online Reviews تقييمات وآراء المستخدمين

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Frist: Smart Search Engines

- When searching for a specific product online, like "a new school bag," search engines use artificial intelligence to analyze your previous data and preferences, to provide:
  - Suggestions that match your preferences.
  - Results are sorted by the most suitable products or the fastest delivery.

أولاً: محركات البحث الذكية:

• عند البحث عن منتج معين، مثل « حقيبة مدرسية جديدة»، تستخدم محركات بحث الذكاء الاصطناعي لتحليل بياناتك السابقة وتفضيلاتك، فتقدم لك:

• اقتراحات مخصصة تناسب ذوقك.

• ترتيب النتائج وفقًا لأكثر المنتجات ملاءمة أو الأسرع في التوصيل

Second: Comparison Websites

- Comparison websites help you when buying products like electronic devices by:
  - Comparing many products in one place
  - Evaluating quality, price, and features of each product to choose the best one.

ثانياً: مواقع المقارنة الإلكترونية:

• تساعدك مواقع مقارنة الأسعار عند شراء منتجات مثل الأجهزة الإلكترونية علي:

• مقارنة عدة منتجات في مكان واحد.

• تقييم الجودة والسعر والميزات المختلفة لكل منتج لاختيار الأفضل

Third: Online Reviews

- Before completing the purchase, it is important to know other's opinions.
  - Reviews help you evaluate the quality of the product and service before purchasing
  - **Consumer reviews** are opinions of users, friends, or family online.

ثالثاً: تقييمات المستخدمين:

قبل إتمام عملية الشراء، من المهم معرفة آراء الآخرين حول المنتج أو الخدمة.

تساعدك التقييمات علي قياس جودة المنتج أو الخدمة قبل الشراء.

تقييمات المستهلكين هى آراء المستخدمين، أو الأصدقاء، أو العائلة عبر الإنترنت.

Stocks and Bonds. الأسهم والسندات

Stock Exchange:

- It is a market where people can buy and sell shares, called stocks.

البورصة: هى سوق يستطيع الناس من خلالها شراء وبيع الأسهم

- **Online investing** is a way to support companies online, with buy stakes or lend the company a sum of money.

الاستثمار الإلكتروني هو وسيلة لدعم الشركات عبر الإنترنت، من خلال شراء حصص أو إقراض الشركة مبلغًا من المال

- **Stocks (Shares)** are ownership of a company divided into equal parts.
  - When you buy stocks in a company, you become a partner owning a small part of that company.
  - When you buy bonds, you lend the company a sum of money.

(الأسهم) هى ملكية الشركة مُقسمة إلى أجزاء متساوية
عندما تشتري أسهما في شركة ، فأنت تصبح شريكًا تملك جزءًا صغيرًا من هذه الشركة.
وعندما تشتري سندات ، فأنت تقرض الشركة مبلغًا من المال.

Why Do We invest in stocks and bonds?

- **For help:** To support companies that offer something good for the world.
  - **Example:** Green Companies that protect the environment.
- **To make profit:** Investors (holders of stocks and bonds) earn money from the profits or interest

لماذا نستثمر في الأسهم والسندات؟
- للمساعدة: لدعم الشركات التي تقدم شيئًا جيدًا للعالم.
مثال: الشركات الخضراء التي تحمي البيئة.
- لتحقيق الربح يحصل المستثمرون (حاملو الأسهم والسندات) على المال من الأرباح أو الفوائد.

Ethical and Sustainable Investment

- It is important to invest in companies that follow ethical principles, such as:
  - Caring for the environment.
  - Having transparent and trustworthy management.
  - Providing high-quality products.

- To ensure this, we should review the official websites of companies and reviews from reliable sources.

الاستثمار الأخلاقي والمستدام:
من المهم أن نختار شركات تتبع قواعد أخلاقية للاستثمار فيها مثل:
- الاهتمام بالبيئة. - أن تكون إدارتها شفافة وموثوقة. - وأن تكون منتجاتها ذات جودة عالية.
وللتأكد من ذلك، يجب علينا مراجعة المواقع الإلكترونية الرسمية للشركات وتقييمات مصادر المعلومات الموثوقة.

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Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

📖 1- What is the importance of reviewing the official websites of companies before investing in them?

a. To verify the company logo color
b. To keep track of new products
c. To determine the number of company employees
d. To verify the company's ethical standards.

📖 2- What do smart search engines use to rank the results that suit you?

a. Store names
b. Product colors
c. Advertisement images
d. Your browsing preferences and past behavior

3- The process of buying and selling products online is called:

a. e-commerce
b. stock
c. review
d. bond

4- A person who buys goods or services is called:

a. investor
b. consumer
c. seller
d. manager

5- Tools used to make online purchasing easier include:

a. Smart search engines
b. Bonds
c. Stocks
d. Stores

6- Websites that show product comparisons help in evaluating:

a. Delivery
b. Quality
c. Weather
d. Reviews

7- Online reviews give information about:

a. Opinions
b. Money
c. Stocks
d. Bonds

8- When buying a product, smart search engines analyze:

a. Past data
b. Stocks
c. Bonds
d. Stores

9- Stock Exchange is a market for:

a. Goods
b. Services
c. Shares
d. Reviews

10- Stocks represent:

a. Loans
b. Suggestions
c. Opinions
d. Ownership

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11- Bonds involve:

a. Lending money b. Buying products

c. Giving reviews d. Searching

12- Investing in companies ethically means:

a. Profit only b. Environment care

c. Selling goods d. Ignoring rules

13- Reviews from friends or family are considered:

a. Official b. Consumer

c. Irrelevant d. Stocks

14- Comparison websites allow evaluating:

a. Quality, price, features b. Delivery speed only

c. Past data d. AI tools

15- Smart search engines suggest products based on:

a. Preferences b. Weather

c. Company size d. Bonds

16- Ethical investment focuses on:

a. Profits only b. Trustworthy management

c. Online reviews d. Stock prices

17- Online investing can help companies that:

a. Protect environment b. Ignore rules

c. Sell only online d. Review products

② Put (✓) or (x) in front of each of the following sentences:

1- E-commerce is the process by which goods and services are bought and sold online. ( )

2- Stocks that give you an ownership stake in a company are called bonds.( )

3- When you buy a share in a company, you become a lender to that company. ( )

4- What an investor should consider when choosing companies to support the environment is that the company is environmentally friendly and follows ethical standards. ( )

5- The function of online comparison sites is to remove unwanted products.( )

6- Smart search engines are among the most important artificial intelligence tools that help users on the internet. ( )

7- E-commerce is the process of buying and selling products online. ( )

8- A consumer is a person who sells goods online. ( )

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9- Smart search engines use artificial intelligence to suggest products. ( )
10- Comparison websites only show the delivery speed of products. ( )
11- Online reviews help evaluate the quality of products before buying. ( )
12- Stocks represent ownership in a company. ( )
13- Bonds are a way to lend money to a company. ( )
14- Ethical investment ignores environmental care. ( )
15- Consumer reviews can come from friends or family. ( )
16- Smart search engines ignore previous user preferences. ( )
17- Comparison websites evaluate price, quality, and features. ( )
18- Investing online is only about making profit, not supporting companies. ( )
19- Stock Exchange is a market where products are sold. ( )
20- Buying bonds gives the buyer ownership of the company. ( )
21- Ethical investment includes transparent and trustworthy management. ( )
22- Online reviews are unnecessary before completing a purchase. ( )
23- E-commerce provides a wide range of options for consumers. ( )
24- Smart tools for online shopping include search engines, comparison websites, and reviews. ( )
25- Investors earn money only by donating to companies. ( )
26- Online investing can support companies that protect the environment. ( )

③ Complete the following with the suitable words in brackets:

(consumer – e-commerce – users – artificial intelligence – quality)

1- The process of buying and selling products online is called ……
2- A person who buys goods or services is called a ……
3- Smart search engines use …… to analyze previous data and preferences.
4- Comparison websites help evaluate ……, price, and features of products.
5- Online reviews provide the opinions of …… or family online.

④ Complete the following sentences with appropriate words:

1- Online investing allows people to support companies by buying …… or lending money.
2- Consumer reviews help evaluate the …… of the product before purchase.
3- E-commerce provides a …… world of options for buyers.
4- Ethical investment requires companies to have transparent and trustworthy ……
5- Online stores often require the use of technology and …… to make the right purchasing decisions.
6- Stocks represent …… in a company.

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7- Buying bonds means you …… money to the company.
8- Ethical investment focuses on companies that care for the ……
9- Smart search engines provide suggestions that match user ……
10- Investors earn money from profits or …… of the company.

⑤ Write the scientific concept for each of the following:

1- The process of buying and selling products and services online.
2- A person who purchases goods or services.
3- Websites that help compare products by evaluating quality, price, and features.
4- Ownership of a company divided into equal parts that can be bought or sold.
5- Investment that focuses on ethical principles like environmental care and trustworthy management.

⑥ Correct the wrong in the following sentences:

1- A consumer is a person who sells products online.
2- Comparison websites only show the delivery speed of products.
3- Buying bonds gives you ownership of a company.
4- Smart search engines ignore user preferences and previous data.
5- Ethical investment focuses only on making profit.

⑦ Explain / Justify each of the following:

1- Online reviews are important before completing a purchase.
2- Comparison websites are useful when buying electronic devices.
3- Smart search engines suggest products that match user preferences.
4- Ethical investment focuses on companies that care for the environment.
5- Buying stocks makes someone a partner in a company.

⑧ Match the items in column (A) with the correct items in column (B):

A		B	
1	E-commerce	A	AI tools suggesting products
2	Consumer	B	Ownership of a company
3	Smart search engines	C	Buying and selling online
4	Stocks	D	Person who buys goods or services
5	Bonds	E	Lending money to a company

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LESSON 3
التواصل الرقمى

Digital Communication

- Who Provides Us with Support Services?
- When you need help with something, like a technical problem or a question about your studies or other things, there are people and organizations ready to support you

من يقدم لنا خدمات الدعم؟

عندما تحتاج لمساعدة أو تواجه مشكلة تقنية أو تحتاج إجابة عن سؤال دراسي أو مساعدة في أمر آخر ، ستجد دائما
خاصًا ومنظمات تقدم المساعدة والدعم.

Educational Service Providers (ESPs)

- They are organizations that provide educational services for students and teachers. They can provide books, online training materials and online libraries such as:
  - Alexandrina library.
  - Egyptian Knowledge Bank (EKB).

ندمو الخدمات التعليمية:

ي منظمات تقدم خدمات تعليمية للطلاب والمعلمين عبر الإنترنت.

كانهم توفير الكتب ومواد التدريب عبر الإنترنت والمكتبات الإلكترونية مثل:

مكتبة الإسكندرية. - بنك المعرفة المصرى.

Customer Support Services:

- They are the services provided by companies to help you solve problems or answer your inquiries.

دمات دعم العملاء:

ي الخدمات التي تقدمها الشركات لمساعدتك على حل المشكلات أو الإجابة عن استفساراتك

* Contacting Services Providers Using: الاتصال بمقدمي الخدمات باستخدام

❶ Email	❷ Chatbot

First: Email.

- Email is a formal and professional way of communication.
  It is the best choice → when your problem needs a detailed explanation → or when you need an official document.

أولاً: البريد الإلكتروني: • يُعد البريد الإلكتروني وسيلة رسمية ومهنية للتواصل
يُعد الخيار الأفضل عندما ← تحتاج المشكلة إلى شرح مفصل ← أو عندما تحتاج إلى وثيقة رسمية.

Important Tips for Writing a Good Email

1 Clear Subject:
Write a clear and short subject to help the recipient know the content of the message.

- For example "Inquiry about the Content of the Al Lesson".

نصائح مهمة لكتابة بريد إلكتروني جيد:
عنوان واضح: اكتب عنوانًا واضحًا وموجزًا يساعد المتلقي على معرفة محتوى الرسالة.
على سبيل المثال: «استفسار عن محتوى درس الذكاء الاصطناعي».

2 Respect:
Start the message with a formal and respectful greeting and finish it with your signature.

الاحترام: ابدأ الرسالة بتحية رسمية ومحترمة، واختمها بتوقيعك.

3 Stating the Purpose:
Clearly state why you are contacting and what information you need.

التعبير عن الغرض: اذكر بوضوح سبب تواصلك وما تحتاجه من معلومات

Second: Chatbot Windows (Chatbots)

- They aren't real people; they are artificial intelligence (Al) computer programs.
  They are designed to respond to questions online.

نوافذ الدردشة الآلية: ليست أفرادًا حقيقيين، بل هي برامج تعمل بتقنيات الذكاء الاصطناعي
ومصممة للرد على الأسئلة مباشرة عبر الإنترنت.

- Sometimes when you browse a website, a small chat window appears and asks, "Hello, how can I help you today?"
  It these are called chatbots.

في بعض الأحيان، قد تدخل إلى موقع ويب وتجد نافذة صغيرة تظهر لك تسألك : "مرحبا ، كيف يمكنني مساعدتك اليوم ؟"
تُسمى هذه البرامج روبوتات الدردشة.

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Advantages of chatbots

Speed:

They give quick responses.

If a real person is needed, the service provider usually replies within 24 hours.

مزايا برامج الدردشة الآلية

السرعة: توفر لك إجابات سريعة ، وغالبًا ما يتمكن مقدمو الخدمة من الرد عليك خلال 24 ساعة إذا احتاج الأمر لتواصل بشري

Accuracy:

Chatbots are robots, not real people, So you should write your question clearly and accurately.

If your questions are not clear, you will not receive accurate answers.

ظرًا لأنها روبوتات وليست أشخاصًا حقيقيين، فمن الضروري أن تعبر عن طلبك بدقة ووضوح.

ذا لم تكن أسئلتك واضحة ، فلن تحصل على إجابات دقيقة.

Third: Other Ways of Communication

In addition to email and chatbots, you can communicate with service providers through:

- **Telephone:** Speak directly with a support employee.
- **Visiting support offices:** Go to the organization's office to submit your request.

Telephone

Visiting support offices

الثاً: التواصل بوسائل أخرى

لإضافة إلى البريد الإلكتروني والدردشة ، يمكنك التواصل مع مقدمي الخدمات من خلال:

تواصل الهاتفي: التحدث مباشرة مع موظف الدعم.

يارة مكاتب الدعم الذهاب إلى مقر المؤسسة لتقديم طلبك.

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Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

📖 1- What is the name of the organizations that provide support to students and teachers in the field of education?

a. Educational Service Providers (ESP)
b. Public transportation services
c. Retail companies
d. Sports training centers

📖 2- What is the importance of having a clear subject in an email message?

a. To increase the size of the message
b. To change the font color
c. To help the recipient know the purpose of the message
d. To add images

📖 3- What are the chat programs on websites that use artificial intelligence?

a. Voice assistants
b. Navigation applications
c. Email
d. chat windows (Chatbots)

📖 4- Why should your questions be accurate and clear when using a chat window?

a. To reduce Internet usage
b. To speed up the device
c. To get accurate answers
d. To stop your request completely

📖 5- What is the first step you should start with when writing the content of an email?

a. Starting with a formal and respectful greeting
b. Adding the attachments.
c. Ending the message with your signature
d. Adding images

📖 6- Chatbots are designed to respond to questions .....

a. via mail
b. online
c. through television
d. none of them

📖 7- Email is a ..... way of communication.

a. Informal
b. Random
c. Formal / professional
d. Personal only

📖 8- If your problem requires a very fast response, what is the best choice?

a. Sending a fax
b. A traditional message via email
c. A chat window
d. Making a phone call

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📖 9- What do chat windows use to understand users' questions?

a. Programs designed with AI b. Calculator

c. Hard disk drive d. Web browser

📖 10- Which part an email specify the purpose of your email?

a. Signature au for b. Greeting

c. Content d. Subject

📖 11- Mention one advantage of chat windows compared to email.

a. more formal b. Instant response

c. Suitable for explaining long problems d. Difficult to use

12- Educational Service Providers (ESPs) provide services for .....

a. doctors b. students

c. drivers d. tourists

13- Alexandrina Library is an example of .....

a. chatbot b. company

c. ESP d. office

14- Egyptian Knowledge Bank (EKB) offers .....

a. games b. libraries

c. tickets d. food

15- Customer support services are provided by .....

a. schools b. hospitals

c. companies d. banks

16- Email is a .....

a. formal way b. game tool

c. robot d. office visit

17- Email is best for .....

a. short jokes b. quick chat

c. detailed explanation d. voice call

18- A clear subject helps the .....

a. writer b. sender

c. recipient d. visitor

19- A good email starts with .....

a. question b. greeting

c. joke d. picture

20- Chatbots are .....

a. teachers b. employees

c. AI programs d. students

21- Chatbots respond .....
a. offline b. slowly
c. online d. weekly

22- Chatbots give .....
a. long stories b. quick responses
c. paper books d. office files

23- If a real person is needed, reply comes within .....
a. 1 hour b. 12 hours
c. 24 hours d. 7 days

24- Accurate answers need .....
a. clear questions b. long calls
c. short visits d. free tickets

25- Telephone communication means .....
a. writing b. typing
c. visiting d. speaking

26- Visiting support offices means going to the .....
a. website b. classroom
c. library d. organization

② Put (✓) or (x) in front of each of the following sentences:

1- The best way to get a detailed and professional explanation of a problem is email. ( )

2- A chat window is the best way to communicate for complex problems. ( )

3- Social media messages is the best way to provide accurate and professional information. ( )

4- The most important part of an email that helps the recipient quickly know its purpose is the subject line. ( )

5- Email is an informal way of communication. ( )

6- Email is suitable for detailed explanations and official documents. ( )

7- A clear subject line helps the recipient understand the message content. ( )

8- A good email should start with a joke. ( )

9- Chatbots are real people working online. ( )

10- Chatbots are artificial intelligence programs. ( )

11- Chatbots respond to questions online. ( )

12- Chatbots usually give slow responses. ( )

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13- If a real person is needed, the reply usually comes within 24 hours. ( )
14- Writing unclear questions leads to accurate answers. ( )
15- Telephone communication allows you to speak directly with a support employee. ( )
16- Visiting support offices means sending an email. ( )
17- Educational Service Providers can provide books and online materials. ( )
18- Chatbot windows sometimes appear while browsing a website. ( )
19- Respect and a formal greeting are important in writing emails. ( )
20- Companies do not provide customer support services. ( )
21- Educational Service Providers offer services for students and teachers. ( )
22- Alexandrina Library is an example of an educational service provider. ( )
23- Egyptian Knowledge Bank provides online libraries and training materials. ( )
24- Customer support services are provided by schools only. ( )

③ Complete the following with the suitable words in brackets:

(formal – students – educational – libraries – companies)

1- Educational Service Providers (ESPs) provide services for …… and teachers.
2- Alexandrina Library is an example of an …… service provider.
3- Egyptian Knowledge Bank offers online training materials and online ……
4- Customer support services are provided by ……
5- Email is a …… and professional way of communication.

④ Complete the following sentences with appropriate words:

1- Chatbots give quick ……
2- Email is the best choice when a problem needs a detailed ……
3- A clear and short …… helps the recipient know the content of the message.
4- A good email should start with a formal and respectful ……
5- Chatbots are artificial …… programs.
6- Writing questions clearly and …… helps you receive accurate answers.
7- Telephone communication allows you to speak directly with a support ……
8- Visiting support offices means going to the organization's ……
9 Chatbots respond to questions ……
10- If a real person is needed, the reply usually comes within …… hours.

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⑤ Write the scientific concept for each of the following:

1- Organizations that provide educational services for students and teachers.

2- Services provided by companies to help solve problems or answer inquiries.

3- A formal and professional way of communication used for detailed explanations and official documents.

4- Artificial intelligence programs designed to respond to questions online.

5- Direct communication method that allows speaking with a support employee.

⑥ Correct the wrong in the following sentences:

1- Email is an informal way of communication.

2- Chatbots are real people who answer questions online.

3- Customer support services are provided only by teachers.

4- A good email should begin with a joke.

5- If a real person is needed, the service provider replies within 7 days.

⑦ Match the items in column (A) with the correct items in column (B):

A		B	
1	ESPs	A	Artificial intelligence programs
2	Email	B	Direct communication by phone
3	Chatbots	C	Educational services provider
4	Telephone communication	D	Formal communication method
5	Alexandrina Library	E	Online library

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LESSON 4
مؤتمرات الفيديو

Video Conferences

- Imagine you are talking to your friend or teacher, seeing and hearing them, but you are in different places. This is called a video conference.

تخيل أنك تتحدث مع صديقك أو معلمك وتراه وتسمعه، ولكن كل واحد منكما في مكان مختلف. تسمى هذه مؤتمرات لفيديو.

Video conferences

- They are tools that allow people in different places to communicate with each other using audio and video in real time.
  This is like face-to-face communication, but via the Internet, using cloud computing.

مؤتمرات الفيديو : هي أدوات تسمح للأشخاص في أماكن مختلفة بالتواصل بعضهم مع بعض باستخدام الصوت والصورة في الوقت الفعلي

مؤتمرات الفيديو تشبه التفاعل المباشر وجهًا لوجه ولكن عبر الإنترنت ومن خلال الحوسبة السحابية.

Video Conferencing Tools

- Many organizations use video conferences for different purposes like study or work.
- **Some of the most popular programs are:**
  Microsoft Teams, Google Meet and Zoom.

أدوات مؤتمرات الفيديو :

تستخدم العديد من المنظمات مؤتمرات الفيديو لأغراض مختلفة مثل الدراسة أو العمل.

أشهر أدوات مؤتمرات الفيديو: Microsoft Teams - Google Meet – Zoom

Microsoft Teams	Google Meet	Zoom

Steps for Using Video Conferences:

- When you or your teacher wants to start a meeting or join one using Google Meet, there are simple steps to follow.

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❶ To create a New Meeting:

- Click on "New Meeting".

Then, Click on the suitable option:

❶ Start a Meeting Instantly.

Or

❷ Create a Meeting for later.

- Once you have created your meeting:

❸ Copy the meeting link that Google provides.

❹ Share it with the meeting participants.

خطوات استخدام مؤتمرات الفيديو:

عندما تريد أنت أو معلمك بدء اجتماع أو الانضمام إليه باستخدام Google Meet ، فهناك خطوات بسيطة يجب اتباعها

❶ لإنشاء اجتماع جديد:

- اضغط على خيار "اجتماع جديد "

- ثم اضغط على الخيار المناسب: ❶ " بدء اجتماع فوري" أو ❷ إنشاء اجتماع لوقت لاحق

❸ بعد إنشاء الاجتماع ، انسخ رابط الاجتماع

❹ ثم شارك الرابط مع الأشخاص الذين تريدهم أن ينضموا

❷ To Join a Meet:

- To join a meeting that someone invited you to, you can do one of the following:

First: Click the link that was sent to you.

Second: Copy the meeting code or link, paste it in the right place, then click the "Join" button.

❷ الانضمام إلى اجتماع: للانضمام إلى اجتماع دعاك إليه شخص آخر، فإنه يمكنك القيام بأحد أمرين:

أولاً: الضغط على الرابط الذي تم إرساله إليك مباشرةً.

ثانياً: نسخ رمز الاجتماع أو الرابط، ولصقه في المكان المخصص، ثم النقر على زر "الانضمام".

Rules of video conference

- Follow these tips to have a successful and effective meeting:

❶ Before the Conference:

- **Check the Technology:** Make sure the Internet, camera, and microphone are working properly. This help you avoid technical problems during the meeting.

قواعد مؤتمر الفيديو: لكي يكون اجتماعك ناجحًا وفعالاً ، اتبع الإرشادات التالية:

❶ قبل المؤتمر:

تأكد من التقنية: تأكد من أن كلاً من الإنترنت والكاميرا والميكروفون يعمل بشكل جيد. فهذا يساعدك على تجنب المشكلات التقنية أثناء الاجتماع

❷ During the Conference:

- **Manage Audio and Video:**
  Click the microphone icon to mute or unmute.
  Click the camera icon to turn the video on or off.
- **Be calm and respectful:**
  Make sure that your behavior is appropriate for the meeting.
  Monitor your notes on the screen.
  Only use your camera or microphone when needed.

❷ أثناء المؤتمر:

إدارة الصوت والفيديو: اضغط على أيقونة الميكروفون لكتم الصوت أو تشغيله
واضغط على أيقونة الكاميرا لتشغيل الفيديو أو إيقافه

الهدوء والاحترام: احرص على أن يكون سلوكك لائقًا ومناسبا للاجتماع
راقب ملاحظاتك على الشاشة، ولا تستخدم الكاميرا أو الميكروفون إلا عند الحاجة.

❸ After the Conference:

- **Follow-up and Recording:**
  You can send a follow-up email.
  If the meeting was recorded, you can attach the recording to your email.

❸ بعد المؤتمر:

المتابعة والتسجيل:

يمكنك إرسال بريد إلكتروني للمتابعة إذا تم تسجيل الاجتماع ويمكنك إرفاق التسجيل مع البريد الإلكتروني.

Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

📖 1- Video conferences allow communication through …… people in different places.

a. text messages only
b. Still images only
c. Audio and video at the same time
d. Email

📖 2- What is the first step to create a new video meeting?

a. Sending an email
b. Click "End Call" option
c. Sharing the screen
d. Click "New Meeting" option

📖 3- What should you do before joining a conference to avoid technical problems?

a. Eating breakfast
b. Check Internet, camera, and microphone
c. Writing a long message
d. Updating the operating system

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4- To join a current meeting, what do you need from the person who created the meeting?

a. Your street name
b. Phone number
c. Email address
d. Meeting link or joining code

5- What is the technological environment in which video conferences take place and allows the use of applications remotely?

a. Memory card
b. Personal computer
c. Cloud computing
d. Hard disk

6- Video conferences allow you to communicate in the .....

a. Same Time
b. next day
c. Last week
d. Next month

7- When joining an online meeting, but you don't have the link, which of the following do you need?

a. Your email address
b. Meeting code
c. Username
d. Phone number

8- What is the process that enables you to obtain a copy of the meeting after it ends?

a. Instant messaging
b. Joining the meeting an o
c. Screen sharing
d. Conference recording

9- What is the function of the "Join" button in video conferencing programs?

a. Entering the meeting
b. Creating a new link
c. Turning off the camera
d. Screen sharing

10- ..... is a digital tool used in video conferencing to record written notes.

a. Presentations
b. Chat
c. Cameral
d. Audio recording

11- You can paste the meeting code and click the ..... button.

a. Start
b. Join
c. Stop
d. End

12- Before the conference, check the Internet, camera, and .....

a. printer
b. mouse
c. microphone
d. screen

13- Clicking the microphone icon helps you ..... sound.

a. delete
b. send
c. record
d. mute

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14- During the conference, behavior should be calm and .....
a. respectful
b. funny
c. noisy
d. careless

15- After the conference, you can attach the meeting ..... to your email.
a. picture
b. recording
c. code
d. password

16- A video conference allows people in different places to communicate using ....
a. audio only
b. video only
c. text only
d. audio and video

17- Video conferences happen in .....
a. real time
b. free time
c. spare time
d. old time

18- Video conferences are similar to ..... communication.
a. written
b. face-to-face
c. phone
d. postal

19- Video conferences use the Internet and .....
a. networks
b. satellites
c. cloud computing
d. cables

20- Many organizations use video conferences for study or .....
a. play
b. travel
c. work
d. shopping

21- One popular video conferencing program is .....
a. Excel
b. Zoom
c. Paint
d. WordPad

22- To create a meeting, click on .....
a. Join
b. Record
c. New Meeting
d. Share

23- After creating a meeting, you should copy the meeting .....
a. password
b. code
c. number
d. link

24- The meeting link is shared with the .....
a. teachers
b. managers
c. participants
d. workers

25- To join a meeting, you can click the sent .....
a. image
b. file
c. link
d. icon

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② Put (✓) or (x) in front of each of the following sentences:

1- To create a new meeting, click "New Meeting" option. ( )
2- If you are a participant in a meeting, you should turn off your camera. ( )
3- Instant chat allow written communication during the conference. ( )
4- Email sent after the conference is called a follow-up email. ( )
5- Inappropriate behavior during a video conference is unacceptable and should be avoided. ( )
6- Microsoft Teams, Google Meet, and Zoom are popular video conferencing programs. ( )
7- To create a new meeting in Google Meet, you click on "New Meeting." ( )
8- After creating a meeting, you cannot share the meeting link with participants.( )
9- You can start a meeting instantly or schedule it for later. ( )
10- To join a meeting, you can use the meeting link that was sent to you. ( )
11- It is impossible to join a meeting using a meeting code. ( )
12- Checking the Internet, camera, and microphone before the conference helps avoid technical problems. ( )
13- Managing audio and video during the conference is unnecessary. ( )
14- You can mute or unmute your microphone by clicking the microphone icon.( )
15- The camera icon is used to turn the video on or off. ( )
16- Participants should behave calmly and respectfully during the meeting. ( )
17- You should use your camera or microphone all the time during the meeting.( )
18- After the conference, you can send a follow-up email. ( )
19- If the meeting was recorded, the recording cannot be attached to an email.( )
20- Monitoring your notes on the screen is recommended during the conference.( )
21- Video conferences allow people in different places to communicate using audio and video in real time. ( )
22- A video conference requires people to be in the same room to communicate. ( )
23- Video conferences are similar to face-to-face communication but happen via the Internet. ( )
24- Cloud computing is used in video conferencing. ( )
25- Only students use video conferences for study purposes. ( )

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③ Complete the following with the suitable words in brackets:

(Internet – audio – work – Zoom – computing)

1- A video conference allows people in different places to communicate using ..... and video in real time.
2- Video conferences are similar to face-to-face communication but happen via the..
3- Video conferencing uses cloud .....
4- Many organizations use video conferences for study or .....
5- Some popular video conferencing programs are Microsoft Teams, Google Meet, and .....

④ Complete the following sentences with appropriate words:

1- Before the conference, check the Internet, camera, and .....
2- Clicking the microphone icon allows you to mute or ..... yourself.
3- Clicking the camera icon turns the video on or .....
4- During the meeting, be calm and .....
5- After the conference, you can send a follow-up .....
6- To create a new meeting, click on "New .....".
7- After creating a meeting, copy the meeting ..... and share it with participants.
8- A meeting can be started instantly or created for .....
9- To join a meeting, click the ..... that was sent to you.
10- You can paste the meeting code in the right place, then click the "....." button.

⑤ Write the scientific concept for each of the following:

1- The technology that allows people in different places to communicate using audio and video in real time.
2- The method of communication that is like face-to-face interaction but done over the Internet using cloud computing.
3- Programs used by organizations to hold online meetings for study or work purposes.
4- The feature that allows you to temporarily turn off your microphone or camera during a meeting.
5- The step of sending an email with a recording or summary after the meeting.

⑥ Correct the wrong in the following sentences:

1- Video conferences allow people to communicate using only audio, without video.
2- To join a Google Meet, you must always create a new meeting.

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3- Clicking the camera icon mutes or unmutes your microphone.
4- You should always leave your camera and microphone on, even when not speaking.
5- After a meeting, sending a follow-up email is optional and cannot include the recording.

⑦ Explain / Justify:

1- Explain why video conferences are considered similar to face-to-face communication.
2- Justify the importance of checking technology before a video conference.
3- Explain why it is necessary to manage your audio and video during a meeting.
4- Justify why follow-up emails or recordings are useful after a conference.
5- Explain why behavior should be calm and respectful during a video conference.

⑧ Match the items in column (A) with the correct items in column (B):

	A		B
1	A tool that allows people in different places to see and hear each other in real time	A	Follow-up and Recording
2	The link provided by Google Meet to join a meeting	B	Meeting Link
3	The step of ensuring your Internet, camera, and microphone work properly before a meeting	C	Technology Check / Preparation
4	The feature that lets you mute/unmute or turn your camera on/off during a meeting	D	Manage Audio and Video
5	The action of sending an email after a meeting, possibly with a recording attached	E	Video Conference

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LESSON 5
لغات البرمجة وحل المشكلات الرقمية

Programming Languages and Digital Problem Solving

- Computers don't understand human language, so we use special languages to communicate with them. These languages are called Programming languages.

كمبيوتر لا يفهم لغة البشر ، لذلك نستخدم لغات خاصة للتواصل معه. هذه اللغات تُسمى لغات البرمجة.

Programming languages

They are a set of rules and symbols that we use to give clear instructions to computer programs.

ات البرمجة: هي مجموعة من القواعد والرموز التي نستخدمها لإعطاء تعليمات واضحة لبرامج الكمبيوتر

The Most Popular Languages on the web

❶ Hyper Text Markup Language (HTML):

- HTML is used to build the structure of web pages.
- Think of it as the bones that give the web page its shape.

شهر لغات برمجة صفحات الويب:

❶ لغة ترميز النص التشعبي (HTML):

تُستخدم لغة HTML لبناء هيكل صفحات الويب

يمكن تشبيهها بـ "العظام" ، لأنها تبني جسم الصفحة.

❷ JavaScript:

- JavaScript is used to create interactive and dynamic web pages, such as moving buttons or pop-up windows. → It adds "life" to the page.

❷ لغة جافا سكريبت:

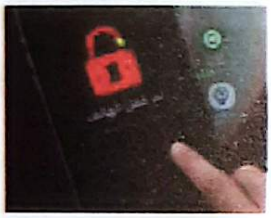
تُستخدم جافا سكريبت لإنشاء صفحات ويب تفاعلية وديناميكية ، مثل الأزرار التي تتحرك أو النوافذ التي تظهر. إنها تضيف الحياة" إلى الصفحة.

Common Digital Problems and solution

- In the world of technology, it's normal to face some problems. Let's see how to solve the most common problems.

مشكلات الرقمية الشائعة وطرق حلها:

عالم التكنولوجيا، قد تواجه بعض المشكلات، وإليك أشهرها مع طرق حلها

The Problem	Suggested Solutions (Steps)
❶ Corrupted file ملف تالف 	1- Make sure the file represents what you expect. 2- Try opening it using a different program. 3- If you are sure the file is corrupted, delete it to avoid problems. 1- تأكد من أن الملف يمثل ما تتوقعه 2- حاول فتحه ببرنامج آخر. 3- إذا تأكدت من تلفه، قم بحذفه لتجنب المشكلات.
❷ The Device Does Not Charge جهاز لا يشحن 	1- Make sure the charging cable is working properly. 2- Make sure that the power socket or power adapter is working. 3- If the battery is the problem, you may need to replace it. 1- تأكد من أن كابل الشاحن يعمل بشكل سليم. 2- تأكد من أن مقبس الكهرباء أو منظم التيار يعمل. 3- إذا كانت المشكلة من البطارية، قد تحتاج إلى استبدالها.
❸ Forgetting the Password نسيان كلمة المرور 	1- Click on the "Forgot Password" link. 2- Follow the steps to create a strong password. 1- انقر على رابط " نسيت كلمة المرور". 2- اتبع الخطوات لإنشاء كلمة مرور قوية.
❹ Ways to Save Files طرق حفظ الملفات 	1- It's a good idea to make a backup of your files. 2- You can save the file on: • external drive. • a cloud storage like Google Drive or OneDrive. 1- الأفضل عمل نسخة احتياطية من ملفاتك 2- يمكنك حفظ الملف على: • قرص خارجي. • خدمة تخزين سحابية مثل Google Drive و OneDrive
❺ Undeletable file ملف لا يحذف	• Check if the file name contains special symbols that prevent it from being deleted. • تحقق من أن اسم الملف لا يحتوي على رموز مميزة تمنع حذفه.

• **Note**: Cloud storage allows you to store files on the Internet.

ملحوظة: التخزين السحابي يتيح لك حفظ الملفات على الإنترنت.

Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

📖 1- Which programming language is used to create the basic structure of web pages?
a. JavaScript b. Plant
c. HTML d. None of them

📖 2- If your device is not charging, what is the first thing you should check?
a. Device volume b. Today's date
c. Internal battery d. Charging cable or power socket

📖 3- Which language is used to add interaction and movement to web pages?
a. HTML b. JavaScript
c. Python d. CSS

📖 4- What is the best option to protect files from permanent loss?
a. Saving the file in the Recycle Bin
b. Saving the file on the desktop
c. Saving the file on a USB drive d. Saving the file on cloud storage

📖 5- What is the final action that should be taken if all solutions failed to fix a corrupted file?
a. Trying to open it with different programs b. Deleting the corrupted file
c. Sending the file to a friend d. Restart the device

📖 6- Programming languages are sets of codes and rules that give … to the computer.
a. Instructions (or commands) b. still images
c. Songs d. Text files

📖 7- What is a file called when it does not work properly?
a. Normal file b. Corrupted file
c. Saved file d. Temporary file

📖 8- HTML builds the structure of a web page. What does JavaScript create on the page?
a. Structure only b. special symbols
c. Interactivity and movement d. Text only

📖 9- What type of storage allows you to save your files on the Internet?
a. Cloud storage b. Recycle Bin
c. Internal hard disk d. External hard disk

📖 10- In your opinion, why should passwords be strong and unique?
a. To protect the account from hacking b. To make them easy to remember
c. To be short d. To make sharing with others easier

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11- Programming languages are used to communicate with the .....
a. printer b. computer
c. scanner d. camera

12- Programming languages are a set of rules and .....
a. pictures b. games
c. symbols d. sounds

13- HTML is used to build the ..... of web pages.
a. speed b. color
c. sound d. structure

14- HTML gives the web page its .....
a. size b. price
c. shape d. power

15- JavaScript makes web pages .....
a. simple b. silent
c. empty d. interactive

16- JavaScript adds ..... to the web page.
a. cost b. life
c. weight d. paper

17- A corrupted file should be opened using a different .....
a. program b. cable
c. device d. battery

18- If a file is corrupted, it is better to ..... it.
a. delete b. print
c. copy d. move

19- If the device does not charge, check the charging .....
a. mouse b. cable
c. screen d. keyboard

20- If the battery is damaged, it may need to be .....
a. painted b. replaced
c. cleaned d. closed

21- When forgetting the password, click on the ..... link.
a. save b. delete
c. forgot d. print

22- Creating a strong password helps to keep accounts .....
a. slow b. secure
c. open d. weak

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23- Making a backup helps to …… files.
a. break b. lose
c. protect d. hide

24- Google Drive is an example of ……
a. cloud b. cable
c. battery d. folder

25- An undeletable file may contain special ……
a. shapes b. numbers
c. colors d. symbols

② Put (✓) or (x) in front of each of the following sentences:

1- JavaScript is used to create static web pages only. ( )
2- If the message "File is corrupted" appears, you should try opening it using another program. ( )
3- The best way to protect files from permanent loss is to save them on cloud storage. ( )
4- When you forget a password, you should guess it until it works. ( )
5- If a file won't delete, check if it contains special symbols. ( )
6- HTML gives the web page its shape. ( )
7- JavaScript adds life to the web page. ( )
8- JavaScript is used to charge devices. ( )
9- A corrupted file can sometimes be opened using a different program. ( )
10- Deleting a corrupted file may help avoid problems. ( )
11- A device may not charge because of a faulty cable. ( )
12- Replacing the battery may solve charging problems. ( )
13- Clicking on "Forgot Password" helps recover access to an account. ( )
14- Creating a weak password improves security. ( )
15- Making a backup is a bad idea for saving files. ( )
16- Files can be saved on an external drive. ( )
17- Google Drive and OneDrive are examples of cloud storage. ( )
18- An undeletable file may contain special symbols in its name. ( )
19- Technology problems never happen. ( )
20- It is normal to face some digital problems. ( )
21- Computers understand human language directly. ( )
22- Programming languages are used to communicate with computers. ( )
23- Programming languages are a set of rules and symbols. ( )
24- HTML is used to create interactive web pages. ( )

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25- HTML builds the structure of web pages. ( )

③ Complete the following with the suitable words in brackets:

(structure – dynamic – shape – programming – symbols)

1- Computers do not understand human language, so we use …… languages to communicate with them.
2- Programming languages are a set of rules and ……
3- HTML is used to build the …… of web pages.
4- HTML gives the web page its ……
5- JavaScript is used to create interactive and …… web pages.

④ Complete the following sentences with appropriate words:

1- If the battery is damaged, it may need to be ……
2- Clicking on the "Forgot Password" …… helps recover access.
3- It is a good idea to make a …… of your files.
4- Files can be saved on an external ……
5- An undeletable file may contain special …… in its name.
6- JavaScript adds …… to the web page.
7- A corrupted file can be opened using a different ……
8- If a file is corrupted, it is better to …… it.
9- If the device does not charge, check the charging ……
10- The power socket or power …… should be checked.

⑤ Write the scientific concept for each of the following:

1- A set of rules and symbols used to give instructions to computer programs.
2- The language used to build the structure of web pages.
3- The language used to create interactive and dynamic web pages.
4- A damaged file that does not open or work properly.
5- A copy of files saved to protect data from loss.

⑥ Match the items in column (A) with the correct items in column (B):

A		B	
1	HTML	A	Used to create interactive web pages
2	JavaScript	B	Damaged file that may not open
3	Corrupted file	C	Used to build web page structure
4	Backup	D	Copy of files for protection
5	Charging cable	E	Used to charge the device

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LESSON 6
تحرير الصور

Image Editing

- If you have a photo, that is too bright or unnatural color, don't worry, you can fix it.

إذا كانت لديك صورة التقطتها، وظهر فيها ضوء قوي أو لون غير طبيعي، فلا تقلق، فيمكنك إصلاحها

Image editing

- It is the changing and modifying images to make them look better or more attractive. The goal may be to fix mistake in an image, or to make it look professional for presentation.

تحرير الصورة: هو تغيير الصور وتعديلها لجعلها تبدو أكثر جاذبية وجمالًا
قد يكون الهدف هو تصحيح خطأ في الصورة ، أو جعلها تبدو احترافية للعروض

Image Editing Programs

- We use powerful programs to edit images such as GIMP.
- **GIMP** is an abbreviation for **G**NU **I**mage **M**anipulation **P**rogram.

برامج تحرير الصور:
- نستخدم برامج قوية لتحرير الصور مثل برنامج GIMP
- GIMP هو اختصار لبرنامج معالجة الصور GNU

Features of GIMP

- It is powerful program.
- It is a free program
- It is open-source program that anyone can use and modify its tools.
- You can download it directly from the Internet.

مميزات برنامج GIMP:
- برنامج قوي جدا.
- برنامج مجاني.
- برنامج مفتوح المصدر يمكن لأي شخص استخدامه وتعديل أدواته.
- يمكنك تحميله مباشرة من الإنترنت.

What Can We Do in Image Editing?

- Image editing allows us to do the following:

ما الذى يمكننا القيام به فى تحرير الصور؟

تحرير الصور يسمح لنا بالتالى:

❶ Correct flaws:

- You can restore original colors of an image.
- You can remove excessive camera light.

تصحيح الشوائب: يمكنك إعادة الألوان الأصلية للصورة. يمكنك إزالة الضوء الزائد من الكاميرا

❷ Change Colors:

- You can change the background color of an image or a video.
- For example, you can change the color of a video frame to make it smoother.

تغيير الألوان: يمكنك تغيير لون خلفية صورة أو فيديو

على سبيل المثال، يمكنك تغيير لون لقطة الفيديو ليصبح أكثر سلاسة.

❸ Merge Images (blending):

- You can combine two different images to become one image, which is useful in creating presentations

دمج الصور (المزج): جمع صورتين مختلفتين لتصبحا صورة واحدة ، مفيد عند إنشاء عروض تقديمية.

❹ Special Effects (Filters):

- You can use filters to make the image look old or to add special effects such as motion blur.

المؤثرات الخاصة (الفلاتر):

يمكنك استخدام الفلاتر لجعل الصورة تبدو قديمة أو لإضافة مؤثرات خاصة مثل ضبابية الحركة.

AI Helps You in Image Editing!

- Modern image editing programs like GIMP use artificial intelligence to help you.
- Color Adjustment: Artificial intelligence learns how to adjust the colors of an image so that only the colors you need appear.

يساعدك الذكاء الاصطناعي في تحرير الصور:

تستخدم برامج تحرير الصور الحديثة مثل GIMP الذكاء الاصطناعي لمساعدتك

تعديل الألوان: يتعلم الذكاء الاصطناعي كيفية تعديل ألوان الصورة بحيث تظهر الألوان التي تحتاجها فقط

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Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

1- What is the main goal of photo editing?
a. editing images and making them more attractive
b. Reducing image clarity
c. Making images look old
d. Increasing the file size

2- GIMP is an abbreviation …… image Manipulation Program.
a. General
b. GNU
c. Global
d. Google

3- What is the name of the process that makes two different images appear as one image in a presentation?
a. Color correction
b. Changing the background
c. merging images
d. Cropping the image

4- What is the role of artificial intelligence in photo editing programs?
a. Deleting old files
b. Printing the image
c. Organizing and customizing colors
d. Increasing resolution

5- Why is GIMP considered an "open-source" program?
a. Because it is free
b. Because it allows users to modify and develop its tools
c. Because it is used only with the Internet
d. Because it does not require installation

6- Which of the following is a flaw in an image and can be fixed by editing?
a. excessive camera light
b. Slow Internet
c. Video volume is low
d. Difficulty in typing

7- Enhancing photos means corrects …… and restoring original colors.
a. Background
b. Lighting
c. flaws
d. Size

8- If you want to make your image look old or have motion blur, what can you use?
a. Text editing
b. Color organization
c. Special effects (Filters)
d. Background correction

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9- Besides editing, what can you do with images to use them in presentations?

a. Merge images
b. Increase Internet speed
c. Change text color
d. Write comments

10- What is required from user who wants to use GIMP?

a. take time to learn and practice
b. Purchase the program
c. Be a professional Graphic designer
d. Have a fast Internet connection

11- What is the name of the tool used to add special effects to images in photo editing programs?

a. Colors
b. Filters
c. Attachments
d. Shapes

12- Motion blur is a .....

a. download
b. color
c. tool
d. filter

13- AI helps with .....

a. printing
b. drawing
c. coding
d. color adjustment

14- Background color can be .....

a. fixed
b. changed
c. ignored
d. deleted

15- Video frame editing can make .....

a. blurry
b. darker
c. smoother
d. deleted

16- Image editing means .....

a. ignoring
b. fixing
c. deleting
d. copying

17- The main goal is .....

a. decoration
b. improvement
c. hiding
d. drawing

18- GIMP is .....

a. software
b. hardware
c. website
d. app

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19- GIMP is .....
a. paid b. free
c. limited d. expensive

20- GIMP is .....
a. closed-source b. open-source
c. secret d. private

21- Downloading GIMP is .....
a. easy b. difficult
c. illegal d. impossible

22- Correcting flaws can .....
a. copy image b. add noise
c. blur image d. remove light

23- Restoring colors fixes .....
a. brightness b. errors
c. colors d. background

24- Changing colors can .....
a. fix flaws b. change background
c. merge images d. delete image

25- Merging images is useful for
a. music b. games
c. presentations d. emails

26- Filters create
a. videos b. errors
c. effects d. text

② Put (✓) or (x) in front of each of the following sentences:

1- To make an image look like it is moving or has motion blur, we use special effects (filters). ( )
2- Two images can be merged into one through photo editing. ( )
3- The role of artificial intelligence in photo editing programs is to organize and customize colors. ( )
4- Microsoft Word is the popular program used as an alternative of GIMP.( )
5- If there is a flaw in an image because of too much light from the camera, photo editing can correct it. ( )
6- Changing colors is not possible in image editing. ( )
7- Merging images combines two or more images into one. ( )

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8- Filters cannot add special effects to images. ( )
9- Motion blur is an example of a special effect. ( )
10- Artificial intelligence helps in color adjustment. ( )
11- GIMP stands for Graphic Image Manipulation Program. ( )
12- Image editing is only for professional photographers. ( )
13- Background color can be changed in both images and videos. ( )
14- Downloading GIMP from the internet is illegal. ( )
15- Image editing cannot make images look more attractive. ( )
16- Open-source software cannot be used for free. ( )
17- AI learns how to adjust only the unwanted colors in an image. ( )
18- Blending images is useful for presentations. ( )
19- Filters can make an image look old. ( )
20- Image editing programs are not necessary for correcting mistakes in images. ( )
21- Image editing improves the appearance of images. ( )
22- GIMP is a paid program. ( )
23- Open-source programs can be modified by anyone. ( )
24- Correcting flaws cannot restore original colors. ( )
25- Excessive camera light can be removed in image editing. ( )

③ Complete the following with the suitable words in brackets:

(mistakes – free – changing – open-source – GNU)

1- Image editing is the ..... and modifying images to make them better.
2- The goal of image editing may be to fix ..... in an image.
3- GIMP stands for ..... Image Manipulation Program.
4- GIMP is a ..... program that anyone can use.
5- GIMP is also an ..... program.

④ Complete the following sentences with appropriate words:

1- Merging images is also called .....
2- Filters are used to add special ..... to images.
3- Motion ..... is an example of a filter.
4- Modern image editing programs use ..... intelligence to help adjust colors.
5- Color adjustment ensures that only the ..... you need appear in the image.
6- Downloading GIMP can be done directly from the .....

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7- Image editing allows us to correct ..... in photos.

8- Restoring original colors fixes the ..... of an image.

9- Excessive camera ..... can be removed in image editing.

10- Changing colors can include altering the ..... of an image or video.

⑤ Write the scientific concept for each of the following:

1- The process of changing and modifying images to make them look better or more attractive.

2- A powerful, free, and open-source program used to edit images.

3- The process of combining two different images to become one image.

4- Special tools used to add effects such as motion blur or make an image look old.

5- Technology used in modern image editing programs to adjust colors automatically

⑥ Match the items in column (A) with the correct items in column (B):

A		B	
1	Image editing is the changing and modifying images	A	use artificial intelligence to help you.
2	GIMP	B	to become one image.
3	4- You can combine two different images	C	to make them look better or more attractive
4	Modern image editing programs	D	is a free and open-source program

⑦ Correct the following statements:

1- GIMP is a paid program that cannot be modified by users.

2- Image editing is used only to delete pictures permanently.

3- One of the features of GIMP is that it cannot be downloaded from the Internet.

4- Image editing does not allow merging two images together.

5- Artificial intelligence in image editing programs cannot help in adjusting colors.

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Lesson 1 Artificial Intelligence and Ethics of Its Use.

• Artificial Intelligence (AI)

- Artificial Intelligence is a technology that enables machines to think, solve problems, and make decisions in a way similar to humans.
- AI works based on algorithms, which are detailed step-by-step instructions that tell the computer what to do, like a recipe that helps machines learn and solve problems.

• AI Tools in Daily Life

- Artificial Intelligence is widely used in our everyday lives, such as:
- Facial Recognition: Unlocking smartphones by verifying identity.
- Voice Assistants: Tools like Siri or Alexa that respond to voice commands.
- Email Filters: Prevent harmful or unwanted messages from reaching the inbox.
- Language Processing Tools: Help users write messages and emails more effectively.

Chatbots: Automated chat windows on websites that respond to customer inquiries.

• Ethics of Using Artificial Intelligence

- Because AI is powerful, it must be used responsibly and ethically.
  Important ethical principles include:

- Inclusiveness: AI should benefit all users, not just specific groups.
- Unbiased Decisions: AI must rely on facts, not personal opinions.
- Privacy Protection: Users' personal data must be kept safe and secure.
- Benefit to Society: AI should improve society and not be used for harmful purposes.
- Responsibility: Designers must fix mistakes made by AI systems.
- Transparency: Designers should clearly explain how AI systems work.

Lesson 2 Online Shopping and Investment: How Do We Choose the Best?

• The Operating System (OS)

- The operating system is the main program that makes the computer work.
  It runs different programs such as games, writing, and design applications.
  Without an operating system, the computer cannot function or interact with the user.

• Functions of the Operating System

- Managing files and folders.
- Running different programs.
- Controlling hardware components such as the screen, mouse, and keyboard.

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Examples of Operating Systems

- Windows - macOS - Linux - Android / iOS

Changing System Settings

- Users can modify system settings through:
- Control Panel in Windows.
- Settings on smartphones.

Examples of Settings

- Changing desktop background.
- Adjusting volume.
- Changing language.
- Setting date and time.
- Connecting to Wi-Fi.

Users should be careful when changing settings to avoid affecting device performance

Installing Programs and Applications

On Computers

- Programs can be downloaded from the internet or installed from a CD.
- Follow installation steps to complete setup.

On Smartphones

- Applications are downloaded from stores such as Play Store (Android) or App Store (iPhone).
- After installation, the app icon appears on the screen and can be opened easily.

Lesson 3 Digital Communication.

Support Service Providers

When you face a technical problem or need help with your studies, there are organizations that provide support services.

1. Educational Service Providers (ESPs)

Organizations that offer educational resources for students and teachers, such as books, online training materials, and digital libraries.

Examples include:

- Bibliotheca Alexandrina. - Egyptian Knowledge Bank.

2. Customer Support Services

Services provided by companies to help solve problems or answer customer inquiries.

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Ways to Contact Service Providers

1. Email

- Email is a formal and professional communication method.
- It is best used when:
  - The issue requires detailed explanation.
  - An official document is needed.

Tips for Writing a Good Email

- **Clear Subject:** Write a short and clear subject line.
- **Respect:** Begin with a polite greeting and end with your signature.
- **State the Purpose:** Clearly explain your request or problem.

2. Chatbots

- Chatbots are artificial intelligence programs that automatically respond to questions on websites.

Advantages of Chatbots

Speed: Provide quick responses. If needed, a real employee may reply within 24 hours.

Accuracy: Users must write clear and specific questions to receive correct answers.

3. Other Communication Methods

- **Telephone:** Direct communication with a support employee.
- **Visiting Offices:** Going to the organization's office to submit a request.

Lesson 4 Video Conferences.

Definition

- A video conference is a tool that allows people in different places to communicate using audio and video in real time.
- It is similar to face-to-face communication, but it happens عبر الإنترنت using cloud computing.

Video Conferencing Tools

Many organizations use video conferencing for education and work.

Some popular programs include:

- Microsoft Teams.
- Google Meet.
- Zoom.

Steps for Using Video Conferences (Example: Google Meet)

1. Creating a New Meeting

- Click on "New Meeting".

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- Choose to start instantly or schedule for later.
- Copy the meeting link.
- Share the link with participants.

2. Joining a Meeting

- Click the invitation link sent to you.
- Or paste the meeting code/link and click "Join".

Rules for a Successful Video Conference

- **Before the Conference**

Check the internet connection, camera, and microphone to avoid technical problems

- **During the Conference**

- Control microphone and camera (mute/unmute, turn video on/off).
- Be calm and respectful.

Take notes and use audio/video only when necessary.

- **After the Conference**

- Send a follow-up email if needed.
- Attach the meeting recording if it was recorded.

Lesson 5 Programming Languages and Digital Problem Solving.

Programming Languages

Computers cannot understand human language, so we use programming languages to communicate with them.

Programming languages are sets of rules and symbols used to give clear instructions to computer programs.

Popular Web Programming Languages

HTML (Hyper Text Markup Language):

Used to build the structure of web pages. It is like the "bones" that give a webpage its shape.

JavaScript:

Used to create interactive and dynamic web pages, such as animations, moving buttons, and pop-up windows. It adds life to the webpage.

Common Digital Problems and Their Solutions

1. Corrupted File

Make sure the file is correct.

Try opening it with another program.

Delete it if it is confirmed to be corrupted.

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2. Device Does Not Charge

Check the charging cable.

Check the power socket or adapter.

Replace the battery if necessary.

3. Forgetting the Password

Click on "Forgot Password".

Follow the steps to create a strong new password.

4. Saving Files Safely

Make a backup copy.

Save files on an external drive or cloud storage such as Google Drive or OneDrive.

5. Undeletable File

Check if the file name contains special symbols that prevent deletion.

Lesson 6 Image Editing.

Image Editing Programs

- GIMP (GNU Image Manipulation Program) is a powerful, free, and open-source image editing program.

It can be downloaded from the inter net and allows anyone to use and modify its tools.

Common Image Editing Tasks

1- Correct Flaws:

- Restore original colors.
- Remove excessive light from photos.

2- Change Colors:

- Modify background colors of images or video frames.
- Make images or videos look smoother.

3- Merge Images (Blending):

- Combine two different images into one for presentations.

4- Special Effects (Filters):

Apply filters to create effects like aging, motion blur, or other visual enhancements.

AI in Image Editing

- Modern programs like GIMP use artificial intelligence to assist in editing:

AI helps adjust colors automatically so that only the desired colors appear, making editing faster and more precise.

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① Choose the correct answer from a, b, c, or d:

1- Voice assistants respond using .....
a. touch
b. writing
c. signals
d. voice

2- Chatbots are .....
a. teachers
b. employees
c. AI programs
d. students

3- Artificial Intelligence enables machines to use human-like .....
a. emotions
b. logic
c. size
d. color

4- The process of buying and selling products online is called:
a. e-commerce
b. stock
c. review
d. bond

5- Video conferences allow you to communicate in the .....
a. Same Time
b. next day
c. Last week
d. Next month

6- Investing in companies ethically means:
a. Profit only
b. Environment care
c. Selling goods
d. Ignoring rules

7- Chatbots are designed to respond to questions .....
a. via mail
b. none of them
c. through television
d. online

② Put (✓) or (x) in front of each of the following sentences:

1- Motion blur is an example of a special effect. ( )
2- Chatbots are real people working online. ( )
3- Merging images combines two or more images into one. ( )
4- A consumer is a person who sells goods online. ( )
5- Replacing the battery may solve charging problems. ( )
6- Instant chat allow written communication during the conference. ( )
7- To create a new meeting in Google Meet, you click on "New Meeting." ( )
8- HTML gives the web page its shape. ( )

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Monthly Exams: March

TEST 2

① Choose the correct answer from a, b, c, or d:

1- If artificial intelligence is collecting your personal information, the principle ..... must be applied Library catalogue.
a. Transparency b. Inclusivity
c. Confidentiality (Privacy) d. Accuracy

2- Email is a ..... way of communication.
a. Informal b. Random
c. Formal / professional d. Personal only

3- ..... is a digital tool used in video conferencing to record written notes.
a. Presentations b. Chat
c. Cameral d. Audio recording

4- AI mainly depends on .....
a. batteries b. screens
c. algorithms d. wires

5- A person who buys goods or services is called:
a. investor b. consumer
c. seller d. manager

6- Egyptian Knowledge Bank (EKB) offers .....
a. libraries b. games
c. tickets d. food

7- Bonds involve:
a. Lending money b. Buying products
c. Giving reviews d. Searching

② Put (✓) or (x) in front of each of the following sentences:

1- AI decisions must be based on facts. ( )
2- Microsoft Word is the popular program used as an alternative of GIMP. ( )
3- JavaScript adds life to the web page. ( )
4- Comparison websites only show the delivery speed of products. ( )
5- A corrupted file can sometimes be opened using a different program. ( )
6- Email sent after the conference is called a follow-up email. ( )
7- Deleting a corrupted file may help avoid problems. ( )
8- Filters cannot add special effects to images. ( )

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① Choose the correct answer from a, b, c, or d:

1- Which artificial intelligence tool is used to protect your email from malicious messages?
a. Voice assistants
b. Smart home devices
c. Smart navigation systems
d. Email filters.

2- You can paste the meeting code and click the …… button.
a. Start
b. Join
c. Stop
d. End

3- Which part an email specify the purpose of your email?
a. Signature au for
b. Greeting
c. Content
d. Subject

4- Email filters block ……
a. images
b. folders
c. malware
d. games

5- Tools used to make online purchasing easier include:
a. Smart search engines
b. Bonds
c. Stocks
d. Stores

6- Educational Service Providers (ESPs) provide services for ……
a. doctors
b. students
c. drivers
d. tourists

7- Stock Exchange is a market for:
a. Goods
b. Services
c. Shares
d. Reviews

② Put (✓) or (x) in front of each of the following sentences:

1- Chat windows use chatbots. (
2- If a file won't delete, check if it contains special symbols. (
3- Two images can be merged into one through photo editing. (
4- Email is an informal way of communication. (
5- Open-source programs can be modified by anyone. (
6- To create a new meeting, click "New Meeting" option. (
7- JavaScript is used to create static web pages only. (
8- If you are a participant in a meeting, you should turn off your camera. (

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Unit (4): My Digital Project

Key Vocabulary of Unit 4.

أهم كلمات ومصطلحات الوحدة الرابعة

1 The Role of Information Technology in Improving Our Lives.

Information Technology	تكنولوجيا المعلومات
Smartphones	الهواتف الذكية
Communication	الاتصال
Process Information	معالجة المعلومات
Environment	البيئة
Clean Vehicles	المركبات النظيفة
Electric Vehicles	المركبات الكهربائية
Exhaust Gases	غازات العادم
Pollution	التلوث
Energy Consumption	استهلاك الطاقة
Secure Payment	دفع آمن
Clean Transportation	النقل النظيف

Electronic Payment	الدفع الإلكتروني
Notifications	الإشعارات
Reminders	التذكيرات
Energy Saving	توفير الطاقة
Waste of Resources	إهدار الموارد
Job Opportunities	فرص عمل
Safety	الأمان
Smart Services	الخدمات الذكية
Online Booking	الحجز الإلكتروني
Appointment	موعد
Applications (Apps)	التطبيقات
Traffic Congestion	الازدحام المروري

Global Positioning System (GPS)	نظام تحديد المواقع العالمي
Smart Transportation System	نظام النقل الذكي
Transportation Problem	مشكلة النقل
Technological Solutions	حلول تكنولوجية

2 Dealing with Operating Systems and Computer Applications.

Operating System	نظام التشغيل
Program	برنامج
Computer	الحاسوب
User	المستخدم
Files	الملفات
Folders	المجلدات
Device Components	مكونات الجهاز

Windows	ويندوز
Linux	لينكس
Android	أندرويد
Control Panel	لوحة التحكم
Settings	الإعدادات
Play Store	متجر بلاي
Volume Level	مستوى الصوت

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Dictionary

Screen	الشاشة
Mouse	الفأرة
Keyboard	لوحة المفاتيح
Installing Programs	تثبيت البرامج
Applications	التطبيقات
Desktop Background	خلفية سطح المكتب
Language	اللغة
Date and Time	التاريخ والوقت
Wi-Fi Network	شبكة الواي فاي
App Store	متجر التطبيقات
Icon	أيقونة

5 Preparing and Sharing Reports.

Microsoft Word	مايكروسوفت وورد
word processing	معالجة النصوص
report	تقرير
format	تنسيق
insert	إدراج
images	صور
tables	جداول
headings	عناوين
Menu Bar	شريط القوائم
Toolbar	شريط الأدوات
Writing Area	منطقة الكتابة
New Document	مستند جديد
Save	حفظ
File menu	قائمة ملف
messaging services	خدمات المراسلة
exchange	تبادل
personal information	معلومات شخصية
suspicious links	روابط مشبوهة
respect	احترام
rumors	شائعات

4 Creating Presentations.

Presentation	عرض تقديمي
Slide	شريحة
PowerPoint	برنامج باوربوينت
Animation options	خيارات الحركة
Text	نص
Image / Images	صورة / صور
Shape / Shapes	شكل / أشكال
Video / Videos	فيديو / مقاطع فيديو
Drawing tools	أدوات الرسم
File Tab	تبويب ملف
Design Tab	تبويب التصميم
Insert Tab	تبويب الإدراج
Review Tab	تبويب المراجعة
Font size	حجم الخط
Font type	نوع الخط
Text color	لون النص
Theme	النمط / الخلفية
Slide size	حجم الشريحة
Charts	رسوم بيانية
Taskbar (Home Tab)	شريط المهام (التبويب الرئيسي)

5 Databases Using Excel.

Database	قاعدة بيانات
Data	بيانات
Information	معلومات
Organize	ينظم
Store	يخزن
Analyze	يحلل
Search	يبحث
Modify	يعدل
Table	جدول
Column	عمود
Multiplication	ضرب
Division	قسمة
Average	متوسط
Row	صف
Field	حقل
Record	سجل
Column Heading	عنوان العمود
Field Name	اسم الحقل
Insert Column	إدراج عمود
Sorting	فرز
Filtering	تصفية
Formula	معادلة
Addition	جمع
Mathematical Operations	عمليات حسابية
Microsoft Excel	برنامج مايكروسوفت إكسل
Subtraction	طرح

6 Flowcharts (SmartArt).

Flowchart	مخطط انسيابي
SmartArt	شكل انسيابي
Information	معلومات
Steps	خطوات
Presentation	عرض تقديمي
Audience	الجمهور
Project	مشروع
Insert	إدراج
Customize	تخصيص / تعديل حسب الرغبة
Text Box	مربع نص
Diagram	مخطط / رسم بياني
Design	تصميم
Format	تنسيق
Style	نمط / شكل
Color	لون
Cycle	دورة
Process	عملية
List	قائمة
Step	خطوة
Visually	بصريًا / بطريقة يمكن رؤيتها

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LESSON 1

دور تكنولوجيا المعلومات في تحسين حياتنا

The Role of Information Technology in Improving Our Lives

- Our smartphones are not just for communication, They are also a powerful tools that help us solve real-life problems.
- Information and Communication Technology (ICT) is a term used for all the technological tools that help us process information.

تقتصر هواتفنا الذكية على التواصل فحسب، بل هي أيضاً أدوات قوية تساعدنا على حل مشاكل الحياة الواقعية
يخدم مصطلح تكنولوجيا المعلومات والاتصالات (ICT) للإشارة إلى جميع الأدوات التكنولوجية التي تساعدنا على معالجة
علومات.

First: ICT and a Better Environment

Technology helps us build a better environment through the following:

ولوجيا المعلومات والاتصالات والبيئة الأفضل:
عدنا التكنولوجيا في بناء بيئة أفضل من خلال التالي:

❶ Clean Vehicles:

- ICT applications and payment systems have helped electric vehicles spread widely.
- These vehicles do not emit harmful exhaust gases, which reduces pollution and protects our health.

ركبات النظيفة:
دت تطبيقات تكنولوجيا المعلومات والاتصالات وأنظمة الدفع في انتشار المركبات الكهربائية على نطاق واسع
تبعث من هذه المركبات غازات عادم ضارة، مما يقلل التلوث ويحمي صحتنا

❷ Energy Saving:

- Technology helps us manage energy consumption in homes and factories smartly, reducing the waste of resources.

ر الطاقة: تساعدنا التكنولوجيا على إدارة استهلاك الطاقة في المنازل والمصانع بذكاء، مما يقلل من هدر الموارد

❸ Increasing Job Opportunities:

- Information technology creates new job opportunities, enabling many people to work in the field of clean transportation or smart services.

ة فرص العمل: تُتيح تكنولوجيا المعلومات فرص عمل جديدة، مما يمكّن الكثير من الناس من العمل في مجال النقل
ظيف أو الخدمات الذكية

Second: ICT and Faster Services

- Online booking:

- It is using websites or applications to request and book a service or appointment without going to its place.

This saves effort and helps organize time.

تكنولوجيا المعلومات والاتصالات والخدمات الأسرع:

هو استخدام مواقع الويب أو التطبيقات لطلب وحجز خدمة أو موعد دون الذهاب إلى مكانها

هذا يوفر الجهد ويساعد على تنظيم الوقت

- How online booking apps work?

❶ Global Positioning System (GPS):

- GPS is the main system of any smart transportation system.
  - → It accurately determines your location,
  - → and the vehicle's location,
  - → and suggests the best and fastest route.

كيفية عمل تطبيقات الحجز عبر الإنترنت؟

نظام تحديد المواقع (GPS):

يُعد نظام تحديد المواقع العالمي (GPS) النظام الرئيسي لأي نظام نقل ذكي.

← يحدد بدقة موقعك، ← وموقع السيارة، ← ويقترح عليك أفضل وأسرع طريق

❷ Smart Applications:

- These applications allow electronic payment and show the cost before you start.
- Example: Taxi booking apps and book train tickets.

التطبيقات الذكية:

تطبيقات توفرلك خيار الدفع الإلكتروني وتحدد لك التكلفة قبل البدء

مثال: تطبيقات حجز سيارات الأجرة وحجز تذاكر القطار

❸ Notifications and Reminders:

- They send you a message about the arrival time of the vehicle or remind you of your booking time to avoid waiting.

الإشعارات والتذكيرات:

يرسلون لك رسالة بشأن وقت وصول السيارة أو يذكرونك بوقت حجزك لتجنب الانتظار

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Third: Designing an ICT Tool to Solve a Transportation Problem

- Imagine yourself as a technology engineer responsible for solving a transportation problem in your country.

تصميم أداة تكنولوجيا المعلومات والاتصالات لحل مشكلة في مجال النقل:
تخيل نفسك مهندس تكنولوجيا مسئولاً عن حل مشكلة نقل في بلدك:

First Problem:

- Waiting at the bus stop without knowing the bus arrival time.

Technological Solution.

- Using a GPS tracking application to see bus location on the map.

المشكلة الأولى: الانتظار في محطة الأتوبيس دون معرفة موعد وصوله
الحل التكنولوجى: استخدام تطبيق تتبع لمعرفة مكانه على الخريطة.

Second Problem:

- Payment method.
  Cash payment to the driver, which may expose you to closing money.

Technological Solution.

- Using electronic payment via mobile, which is more secure.

المشكلة الثانية: طريقة دفع النقود
الدفع النقدي (الكاش) للسائق، مما قد يعرضك لضياع نقودك
الحل التكنولوجى: استخدام الدفع الإلكتروني عبر الهاتف فهو أكثر أمانًا.

- Traditional transportation problems cause the following results:
- Wasting time and exposure to traffic congestion and pollution.

تسبب مشكلات النقل التقليدية فى النتائج التالية: تضييع الوقت والتعرض للازدحام المروري والتلوث.

- Technological Solutions cause the following results:
Saving time, reducing pollution, and increasing safety.

تؤدي الحلول التكنولوجية إلى النتائج التالية: توفير الوقت، والحد من التلوث، وزيادة الأمان

Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

1- What is the main component used in online booking applications to determine locations?

a. Cooling system
b. Cash payment system
c. Global Positioning System (GPS)
d. Solar energy system

2- Information and Communication Technology make environment better by ....
a. Increasing the number of fuel cars b. Ignoring public transportation
c. Reducing number of computers
d. Supporting the use of vehicles that do not emit harmful gases

3- One benefit of online booking in everyday services is .....
a. Saving time and effort b. Increasing waiting time
c. Excessive use of paper d. Complicating procedures

4- If a booking app sends you a message about the departure time, this service is called .....
a. Automatic notifications b. Central heating
c. Photography d. Smart lighting

5- Which of the following terms refers to "Information and Communication Technology"?
a. GBT b. ICT
c. CPU d. ABC

6- Which of the following is a traditional problem solved by online booking systems?
a. Staying at home b. Using a phone
c. Standing in a long queue d. Browsing the internet

7- When you use an app to find the school bus, you are exploring the types of ICT tools used in .....
a. Building houses b. E-learning
c. Modern agriculture d. Smart transportation systems

8- If a transportation company relies on electronic payment instead of cash payment, this increases .....
a. Safety b. Pollution
c. Fuel consumption d. Breakdowns

9- The tool that helps the driver finds the best route to avoid traffic congestion is part of the .....
a. Central cooling system b. Navigation and guidance system
c. Entertainment and gaming d. Smart lighting

10- The goal of proposing the design of a new technological tool is to.....
a. Ignore problems b. Make manual work more difficult
c. Innovate smart solutions to problems d. Increase complexity

11- A transportation problem includes waiting at the ..... stop.
a. train b. bus c. taxi d. metro

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12- GPS tracking applications show bus ..... on the map.
a. number b. speed
c. color d. location

13- Electronic payment is more .....
a. slow b. cheap
c. secure d. old

14- Traditional transportation causes traffic .....
a. safety b. payment
c. congestion d. booking

15- Technological solutions help in increasing .....
a. danger b. safety
c. waste d. delay

16- ICT is used to process .....
a. food b. information
c. water d. clothes

17- Smartphones are powerful tools for solving ..... problems.
a. school b. real-life
c. old d. simple

18- Electric vehicles reduce .....
a. noise b. cost
c. speed d. pollution

19- Clean vehicles do not emit harmful .....
a. gases b. lights
c. sounds d. signals

20- Technology helps in saving ..... in homes and factories.
a. food b. water
c. energy d. time

21- Information technology increases job .....
a. losses b. problems
c. prices d. opportunities

22- Online booking saves .....
a. money b. effort
c. fuel d. space

23- GPS determines your ..... accurately.
a. name b. age
c. location d. number

24- Smart applications show the ..... before starting.

a. driver b. route

c. cost d. ticket

25- Notifications inform you about arrival .....

a. place b. time

c. color d. size

② Put (✓) or (x) in front of each of the following sentences:

1- It is possible to book a doctor's appointment online without going to the clinic. ( )

2- Technology contributes to increasing carbon emissions in the environment. ( )

3- A school bus tracking application helps students organize their time and arrive on time. ( )

4- Suggesting a new idea to design an app is a form of innovation. ( )

5- There is no difference in time or effort between traditional booking and online booking. ( )

6- ICT creates new job opportunities. ( )

7- Online booking requires visiting the place personally. ( )

8- Online booking helps organize time. ( )

9- GPS determines the exact location of vehicles. ( )

10- Smart applications do not show the cost before starting. ( )

11- Notifications send messages about arrival time. ( )

12- Waiting at the bus stop without knowing arrival time is a transportation problem. ( )

13- GPS tracking applications show bus location on a map. ( )

14- Cash payment is more secure than electronic payment. ( )

15- Electronic payment via mobile is more secure. ( )

16- Traditional transportation problems save time. ( )

17- Traffic congestion is a result of transportation problems. ( )

18- Technological solutions reduce pollution. ( )

19- Smart services increase waste of resources. ( )

20- ICT helps improve safety in transportation. ( )

21- Smartphones are used only for communication. ( )

22- ICT includes tools that help process information. ( )

23- Clean vehicles emit harmful exhaust gases. ( )

24- Electric vehicles help reduce pollution. ( )

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25- Technology cannot help in saving energy.

③ Complete the following with the suitable words in brackets:

(Technology – consumption – pollution - real-life – exhaust)

1- ICT stands for Information and Communication .....
2- Smartphones help us solve ..... problems.
3- Clean vehicles do not emit harmful ..... gases.
4- Electric vehicles help reduce .....
5- Technology helps manage energy ..... in homes and factories.

④ Complete the following sentences with appropriate words:

1- Waiting at the bus stop without knowing the arrival time is a transportation ...
2- GPS tracking applications show bus ..... on the map.
3- Electronic payment via mobile is more .....
4- Traditional transportation problems cause traffic .....
5- Technological solutions help in reducing pollution and increasing .....
6- Information technology creates new job .....
7- Online booking helps organize .....
8- GPS accurately determines your .....
9- Smart applications allow electronic .....
10- Notifications send a message about the arrival .....

⑤ Write the scientific concept for each of the following:

1- The term used for all technological tools that help us process information.
2- The system that accurately determines your location and suggests the best route
3- The process of using websites or applications to request and book a service without going to its place.
4- Vehicles that do not emit harmful exhaust gases and help reduce pollution.
5- Paying for services using a mobile or digital system instead of cash.

⑥ Match the items in column (A) with the correct items in column (B

A		B	
1	ICT	A	determines location accurately
2	Electric vehicles	B	reduce pollution
3	Online booking	C	process information
4	GPS	D	saves effort and time
5	Electronic payment	E	more secure payment method

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LESSON 2
التعامل مع أنظمة التشغيل وتطبيقات الكمبيوتر

Dealing with Operating Systems and Computer Applications

The Operating System

1. It is the program that makes the computer work.
2. It is responsible for running different programs such as games, writing and designing programs.
3. Without an operating system, a computer cannot function or interact with the user.

The operating system helps you to:

- Manage files and folders:
- Run different programs:
- Control device components such as the screen, mouse, and keyboard.

نظام التشغيل: ❶ هو البرنامج الذي يجعل الحاسوب يعمل
❷ وهو المسئول عن تشغيل البرامج المختلفة مثل الألعاب وبرامج الكتابة والتصميم
❸ بدون نظام تشغيل، لا يمكن للكمبيوتر أن يعمل أو يتفاعل مع المستخدم

نظام التشغيل يساعدك على:
- إدارة الملفات والمجلدات.
- تشغيل البرامج المختلفة.
- التحكم في مكونات الجهاز مثل الشاشة والفأرة ولوحة المفاتيح.

Examples of operating systems (OS)

أمثلة على أنظمة التشغيل

❶ Windows. ❷ macOS. ❸ Linux. ❸ Android.

Windows (Microsoft)	macOS (Apple)	Linux	Android / iOS (Smartphones/Tablets)

أمثلة على أنظمة التشغيل:
❶ نظام التشغيل ويندوز من شركة مايكروسوفت ❷ نظام التشغيل ماك من شركة Apple
❸ نظام التشغيل لينكس ❹ نظام التشغيل أندرويد يستخدم مع الهواتف الذكية والأجهزة اللوحية

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Changing System Settings

- You can modify device settings through:
  1. **Control Panel** in windows operating systems.
  2. **Settings** on smartphones.

تغيير إعدادات النظام:
يمكنك تعديل إعدادات الجهاز من خلال:
1 لوحة التحكم في نظام التشغيل ويندوز ،
2 أو من خلال الإعدادات في الهواتف الذكية.

Some settings that can be changed include:

1. Changing desktop background.
2. Adjusting volume level.
3. Changing language, date, and time.
4. Connecting to Wi-Fi network.

Changing desktop background	Adjusting volume level	Changing language	Changing date and time	Connecting to Wi-Fi network

- **Note**: Be careful when changing settings so that they do not affect the device's performance.

بعض الإعدادات التي يمكن تغييرها:
1 تغيير خلفية الشاشة. 2 ضبط مستوى الصوت. 3 تغيير اللغة والتاريخ والوقت. 4 الاتصال بشبكة الإنترنت (Wi-Fi)
ملحوظة: يجب الانتباه عند تغيير الإعدادات حتى لا تؤثر على عمل الجهاز

Installing Programs and Applications

- Programs are tools that help us perform specific tasks, such as writing, drawing, or learning.

First: To install a program on a computer:

- It can be downloaded from the internet or from a compact disc (CD). Then the installation steps should be followed.

تثبيت البرامج والتطبيقات:
البرامج هي أدوات تساعدنا على أداء مهام محددة، مثل الكتابة أو الرسم أو التعلم
أولاً: لتثبيت برنامج على الحاسوب:
يمكن تنزيله من الإنترنت أو قرص مدمج (CD) ، ثم اتباع خطوات التثبيت

Second: To install a program on smartphones:

- Applications are downloaded from the store such as:
  - **Play Store** (in Android devices).
  - **App store** (in iPhone devices).
- After installation, the application icon appears on the screen and can be opened by clicking on it.

Play Store	App store

ثانياً: لتثبيت برنامج على الهواتف الذكية،

يتم تنزيل التطبيقات من المتجر مثل: Play Store في أجهزة الأندرويد.

و App Store في أجهزة الآيفون.

بعد التثبيت، يظهر رمز التطبيق على الشاشة ويمكن فتحه بالنقر عليه.

Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

1- What program makes the computer work?

a. Drawing program
b. Electronic game
c. Writing program
d. Operating system

2- Examples of operating systems for smartphones include .....

a. Android
b. iOS
c. Windows
d. both a and b

3- To change the desktop background, we use .....

a. Keyboard
b. Control Panel
c. Recycle Bin
d. Browser

4- The applications store on Android devices is called .....

a. App Store
b. Apple Store
c. Windows Store
d. Play Store

5- Changing the language and date in system settings helps in .....

a. Improving sound
b. Organizing device usage
c. Deleting files
d. Installing programs

6- Which company developed the Windows operating system?

a. Google
b. Apple
c. Microsoft
d. Linux

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7- Which of the following is not an operating system?
a. Android b. Mac
c. Windows d. Facebook

8- What is the function of an operating system?
a. Running games only b. Running the device and managing programs
c. Displaying images only d. Increasing internet speed

9- Where can you download applications on a smartphone?
a. Recycle Bin b. Settings
c. File Manager d. App Store

10- When adjusting the sound on a device, we use .....
a. Printer b. Microphone
c. Settings d. Recycle Bin

11- Applications on smartphones are downloaded from .....
a. Play Store b. Folder
c. File d. Desktop

12- App Store is used in .....
a. iPhone b. Windows
c. Linux d. Android

13- After installing an application, its icon appears on .....
a. Screen b. Keyboard
c. Mouse d. CD

14- Controlling device components includes managing .....
a. Screen b. Folder
c. File d. Application

15- The operating system helps to run .....
a. Programs b. CDs
c. Icons d. Files

16- The program that makes the computer work is .....
a. Browser b. Operating System
c. Application d. File

17- A computer cannot function without .....
a. Keyboard b. Monitor
c. Operating System d. Mouse

18- Managing files and folders is a task of .....
a. Application b. Operating System
c. Mouse d. Icon

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19- Running different programs such as games is done by .....
a. Operating System b. Screen
c. Volume d. Wi-Fi

20- Examples of operating systems include .....
a. Word b. Windows
c. Paint d. CD

21- Modifying desktop background can be done via .....
a. Icon b. Play Store
c. App Store d. Control Panel

22- Adjusting volume level is part of .....
a. Folder b. CD
c. File d. Operating System Settings

23- Connecting to Wi-Fi requires .....
a. File b. Operating System Settings
c. Program d. Mouse

24- Programs are tools that help us perform .....
a. Tasks b. Errors
c. Bugs d. Icons

25- Installing programs on a computer can be done via .....
a. Mouse b. Keyboard
c. Screen d. Internet

② Put (✓) or (x) in front of each of the following sentences:

1- The operating system on Apple mobile devices is iOS. ( )
2- To change the device language, we go to the application store. ( )
3- The operating system on a computer is responsible for running programs and organizing the device. ( )
4- The application store for iPhone devices is called Play Store. ( )
5- To install a new program, you must follow the installation steps. ( )
6- Control Panel is used to modify settings on smartphones. ( )
7- Changing the desktop background is possible through system settings. ( )
8- Volume level can be adjusted through operating system settings. ( )
9- Language cannot be changed through the system settings. ( )
10- Wi-Fi connection can be set using operating system settings. ( )
11- Programs help us perform specific tasks like writing and drawing. ( )
12- Programs can only be installed from CDs, not downloaded from the internet. ( )

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13- Smartphone applications are installed from app stores. (
14- After installation, the application icon disappears from the screen. (
15- The operating system controls device components like the screen, mouse, and keyboard. (
16- Settings changes never affect the device's performance. (
17- Android devices use the App Store to download applications. (
18- iPhone devices use the App Store for application installation. (
19- Operating systems are not necessary for running programs. (
20- The operating system allows the computer to interact with the user. (
21- The operating system is responsible for making the computer work. (
22- A computer can function without an operating system. (
23- The operating system helps to manage files and folders. (
24- Running programs is not a task of the operating system. (
25- Windows, macOS, Linux, Android, and iOS are examples of operating systems (

③ Complete the following with the suitable words in brackets:

(folders – user – computer – Linux – Operating System)

1- The program that makes the …… work is called the Operating System.
2- A computer cannot function or interact with the …… without a operating system.
3- The Operating System helps to manage files and ……
4- Running different programs such as games is the responsibility of the ……
5- Examples of operating systems include Windows, macOS, …., Android, and iOS.

④ Complete the following sentences with appropriate words:

1- Installing a program on a computer can be done by downloading it from the internet or using a ……
2- Smartphone applications are downloaded from the Play Store (Android) or the …… (iPhone).
3- After installation, the application …… appears on the screen.
4- Clicking on an application icon allows the user to …… it.
5- It is important to be careful when changing settings so that they do not affect the device's ……
6- Device components such as the screen, mouse, and keyboard are controlled by the
7- Desktop background, volume, language, and date and time can be changed through ……
8- On Windows computers, system settings can be accessed via the ……

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9- On smartphones, system settings can be accessed via .....
10- Programs help perform tasks such as writing, drawing, or .....

⑤ Write the scientific concept for each of the following:

1- The program that allows a computer to run different programs and interact with the user.
2- Tools that help perform specific tasks such as writing, drawing, or learning.
3- The section in Windows operating systems used to modify device settings.
4- Downloaded on smartphones from Play Store or App Store appear on the screen as an Icon.

⑥ Match the items in column (A) with the correct items in column (B):

A		B	
1	Operating System	A	Tools that help perform specific tasks
2	Programs	B	Section to modify device settings on iPhone
3	Control Panel	C	The program that makes the computer work
4	App Store	D	Appears on the screen after installing an application
5	Icon	E	Section to modify device settings on Windows

⑦ Correct the error in the following sentences:

1- The operating system is a hardware device inside the computer.
2- A computer can function normally without an operating system.
3- The operating system is not responsible for running programs.
4- The operating system cannot control device components like the mouse and keyboard.
5- Linux is not considered an operating system.
6- Programs cannot be downloaded from the internet.
7- After installing an application on a smartphone, its icon does not appear on the screen.

⑧ Explain/Why:

1- A computer cannot function without an operating system.
2- The operating system is important for running programs.
3- The operating system helps in managing files and folders.
4- Users should be careful when changing system settings.
5- Application icons appear on the smartphone screen after installation.

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LESSON 3
إعداد التقارير ومشاركتها

Preparing and Sharing Reports

Microsoft Word

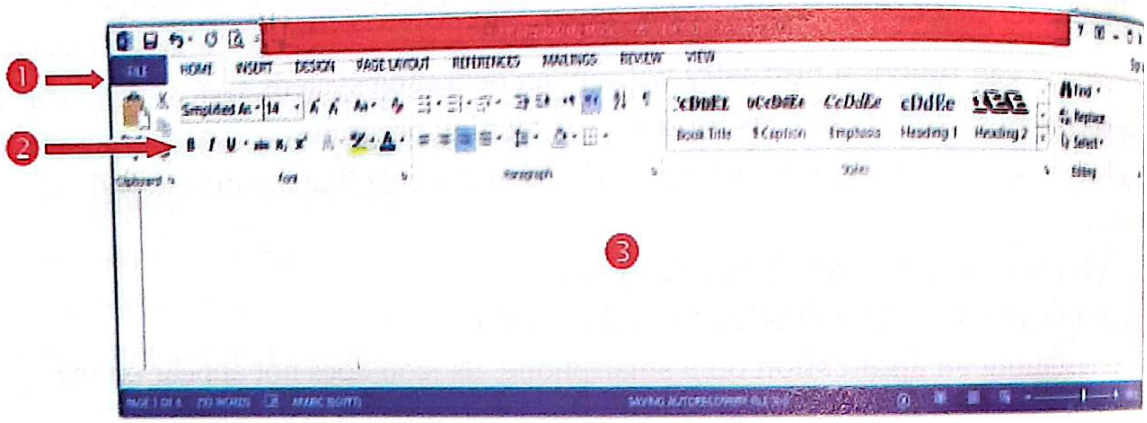
- Microsoft Word is one of the most popular word processing programs in the wo
- It helps you write and format reports.
  Insert images, tables, and headings. This makes documents well-organized and easy to read.

مايكروسوفت وورد:
أشهر برامج معالجة النصوص في العالم
يساعدك البرنامج على كتابة التقارير وتنسيقها ، وإدراج الصور والجداول والعناوين وهذا يجعل المستندات مرتبة وسهلة

Components of Microsoft Word Interface

- When you open Word, you will see:

مكونات واجهة البرنامج: عند فتح Word يظهر لك:



❶ **Menu Bar**: It contains commands such as "File", "Insert", and "Layout".
شريط القوائم: يحتوي على أوامر مثل ملف وإدراج وتخطيط

❷ **Toolbar**:
It includes buttons for formatting text, such as changing color and the font size.
شريط الأدوات: يضم أزراراً ؛ لتنسيق النصوص، مثل تغيير اللون أو حجم الخط

❸ **Writing Area**: The place where you write the report.
منطقة الكتابة: المكان الذي تكتب فيه التقرير

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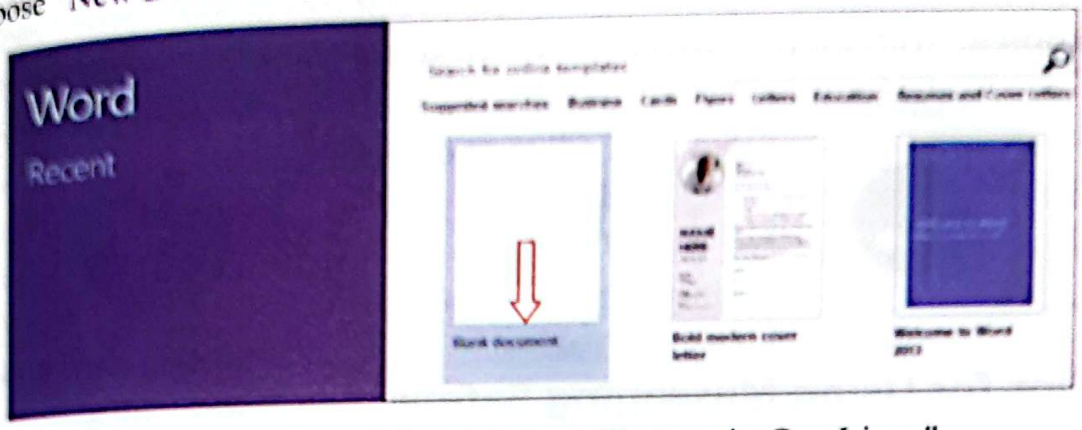
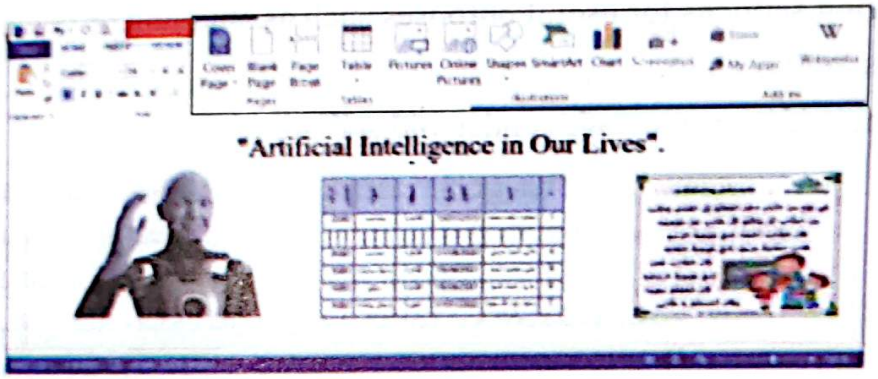
6 Steps to Write a Simple Report:

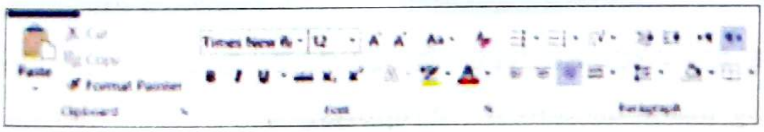
1. Open the Microsoft Word program.
2. Choose "New Document".



3. Write the report title, such as: "Artificial Intelligence in Our Lives".
4. Add text and images through the "Insert" menu.



5. Format the text using the tools available in the top ribbon.



6. Save the file with a suitable name through the "File" menu, then select "Save.

خطوات كتابة تقرير بسيط:

1. افتح برنامج مايكروسوفت وورد
2. اختر "مستند جديد".
3. اكتب عنوان التقرير مثل: "الذكاء الاصطناعي في حياتنا".
4. أضف نصوصًا وصورًا من خلال قائمة ادراج.
5. نسق النص باستخدام الأدوات الموجودة في الشريط العلوي
6. احفظ الملف باسم مناسب من خلال قائمة ملف ثم حفظ

• Messaging services:

Messaging services: They help us exchange messages, images, and files quickly and easily online.

خدمات المراسلة: تساعدنا على تبادل الرسائل والصور والملفات بسرعة وسهولة عبر الإنترنت.

• **Examples:** WhatsApp, Messenger and Telegram.

WhatsApp	Messenger	Telegram

أمثلة: واتساب ، وماسنجر وتليجرام

• Tips for Using Messaging Safely:

- Do not share your personal information with strangers.
- Do not open suspicious or unknown links.
- Use messaging services for useful purposes such as studying or communication with friends and teachers.
- Respect others in your messages and avoid spreading rumors

نصائح لاستخدام خدمات المراسلة بأمان:

- لا تشارك الغرباء معلوماتك الشخصية.
- لا تفتح الروابط الغريبة أو غير المعروفة.
- استخدم المراسلة في أشياء مفيدة ، مثل الدراسة أو التواصل مع الأصدقاء والمعلمين.
- احترم الآخرين في رسائلك ، وتجنب نشر الشائعات.

Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

1- Which program is used to write reports?

a. Excel b. PowerPoint
c. Word d. Paint

2- The command used to insert an image into a document is .....

a. File b. View
c. Layout d. Insert

3- The writing area in Word is the place where we .....

a. Change the language b. Write text
c. Save files d. Display images only

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4- An example of a messaging application is .....

a. Word
b. Paint
c. Excel
d. WhatsApp

5- To protect yourself when using messaging service, you should .....

a. Share your phone number with everyone
b. Open all links
c. Not share personal information
d. Ignore privacy settings

6- A table can be inserted in Word from the ..... menu.

a. Insert
b. File
c. View
d. Tools

7- Which tool of the following helps in text formatting?

a. Changing color
b. Deleting the program
c. Adjusting the clock
d. Playing sound

8- To save a file, we choose the command .....

a. Open
b. Print
c. Save
d. Exit

9- From messaging service that allows sending images .....

a. Word
b. WhatsApp
c. Paint
d. Excel

10- One of the methods of using messaging safely is .....

a. Sharing passwords
b. Not respecting others
c. Using the application for useful purposes
d. Opening unknown links.

11- WhatsApp is an example of a ..... service.

a. drawing
b. messaging
c. editing
d. printing

12- Do not share your ..... information with strangers.

a. school
b. personal
c. public
d. class

13- Avoid opening ..... links.

a. useful
b. safe
c. suspicious
d. short

14- Messaging services can be used for .....

a. studying
b. fighting
c. cheating
d. ignoring

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15- You should ..... others in your messages.
a. insult b. respect
c. copy d. block

16- Microsoft Word is a ..... program.
a. drawing b. word processing
c. game d. browser

17- Microsoft Word helps you write and ..... reports.
a. delete b. scan
c. send d. format

18- Images and tables are added through the ..... menu.
a. file b. layout
c. insert d. view

19- The Menu Bar contains commands like .....
a. print b. insert
c. paint d. zoom

20- The Toolbar is used for ..... text.
a. deleting b. formatting
c. sending d. closing

21- The Writing Area is where you ..... the report.
a. save b. write
c. print d. close

22- To start a new file, choose .....
a. open b. exit
c. save d. new document

23- A report title example is "Artificial Intelligence in Our .....".
a. school b. lives
c. city d. class

24- Files are saved through the ..... menu.
a. insert b. file
c. layout d. help

25- Messaging services help exchange ..... quickly.
a. games b. food
c. books d. messages

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② Put (✓) or (x) in front of each of the following sentences:

1- Microsoft Word is used for word processing and writing reports. ( )
2- To save a document in Word, we use the "Insert" menu. ( )
3- Images can be inserted into a document through the "Insert" menu. ( )
4- Excel is an example of a messaging service. ( )
5- One of the safety rules in messaging is not opening suspicious links. ( )
6- The Toolbar includes buttons for formatting text. ( )
7- The Writing Area is the place where you print the report. ( )
8- To start writing a report, you choose "New Document". ( )
9- The report title can be written at the beginning of the document. ( )
10- The Insert menu is used to delete the file. ( )
11- The File menu is used to save the document. ( )
12- Messaging services help exchange messages online. ( )
13- Messaging services are only used for playing games. ( )
14- WhatsApp and Telegram are examples of messaging services. ( )
15- It is safe to share personal information with strangers online. ( )
16- Suspicious links should not be opened. ( )
17- Messaging services can be used for studying. ( )
18- Respecting others in messages is important. ( )
19- Spreading rumors is a good use of messaging services. ( )
20- Messaging services help exchange images and files quickly. ( )
21- Microsoft Word is one of the most popular word processing programs in the world. ( )
22- Microsoft Word is mainly used for drawing pictures only. ( )
23- Word helps users write and format reports. ( )
24- Images and tables cannot be inserted in Microsoft Word. ( )
25- The Menu Bar contains commands like File and Insert. ( )

③ Complete the following with the suitable words in brackets:

(font – word processing – format – Layout – headings)

1- Microsoft Word is a …… program.
2- Microsoft Word helps you write and …… reports.
3- You can insert images, tables, and …… in Word.
4- The Menu Bar contains commands such as "File", "Insert", and ……
5- The Toolbar includes buttons for formatting text like changing the color and the …… size.

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④ Complete the following sentences with appropriate words:

1- Messaging services help us exchange messages, images, and .....
2- WhatsApp, Messenger, and Telegram are examples of ..... services.
3- Do not share your ..... information with strangers.
4- Do not open suspicious or ..... links.
5- You should ..... others in your messages.
6- The ..... Area is the place where you write the report.
7- To start a new file, choose "..... Document".
8- An example of a report title is "Artificial Intelligence in Our ..... ".
9- Text and images can be added through the ..... menu.
10- The file is saved through the "..... " menu.

⑤ Write the scientific concept for each of the following:

1- A program used to write, edit, and format documents on a computer.
2- The bar that contains commands such as File, Insert, and Layout.
3- The place in the document where the user writes the report.
4- Online tools that help people exchange messages, images, and files quickly.
5- A feature that allows adding pictures and tables to a document.

⑥ Match the items in column (A) with the correct items in column (B):

A		B	
1	is one of the most popular word processing programs in the world	A	help us exchange messages quickly and easily online
2	The Toolbar	B	It protects you from online dangers
3	The Writing Area	C	includes buttons for formatting text
4	Messaging services	D	Microsoft Word
5	Do not open suspicious or unknown links	E	is the place where you write the report.

⑦ Correct the error in the following sentences:

1- Microsoft Word is a program used only for drawing pictures.
2- The Writing Area in Word is used to change the font size and color.
3- The Menu Bar does not contain commands like "File" or "Insert".
4- To write a report in Word, you must first open a messaging service.
5- Reports cannot include images or tables in Microsoft Word.
6- Messaging services are used only for playing games online.
7- It is safe to share personal information with strangers through messaging services.

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LESSON 4
إنشاء عروض تقديمية

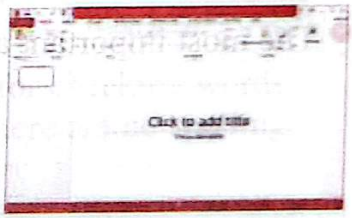
Creating Presentations

- Have you ever thought about how to present your ideas or research findings to your classmates and teacher in an engaging and exciting way?
- This is called a presentation.

هل فكرت يومًا كيف يمكنك أن تعرض أفكارك أو نتائج بحثك على زملائك ومعلمك بطريقة ممتعة ومشوقة؟
هذا ما يسمى بـ العرض التقديمي

A presentation

- A presentation is a collection of slides used to present information and ideas.
- It helps you deliver your message clearly and attractively by using text, images, shapes, and animations.
- Imagine telling a story using animated images and music! This is the secret to a successful presentation.



- **Slides:** The spaces where we write text and add images in PowerPoint.

العرض التقديمي: هو مجموعة من الشرائح التي تستخدمها لتقديم المعلومات والأفكار
العرض التقديمي يساعدك على توصيل رسالتك بوضوح وجمال ، باستخدام النصوص والصور، والأشكال ، والحركات
تخيل أنك تحكي قصة باستخدام صور متحركة وموسيقى، هذا هو سر نجاح العروض التقديمية
الشرائح: هي المساحات التي نكتب فيها النصوص ونضيف الصور في برنامج بوربوينت

Microsoft PowerPoint

- Microsoft PowerPoint is one of the most popular and easiest programs used to create presentations.
- PowerPoint is part of the Microsoft Office suite, which is often used at school and home.

مايكروسوفت باوربوينت:
يُعتبر مايكروسوفت بوربوينت البرنامج الأشهر والأسهل لعمل العروض التقديمية
برنامج بوربوينت هو جزء من حزمة برامج مايكروسوفت أوفيس. التي غالبًا ما تستخدمها في المدرسة والمنزل.

- PowerPoint has easy-to-use tools, such as:

❶ Drawing tools	❷ Writing tools	❸ Animation options

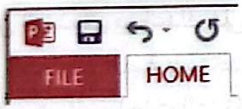
- Animation options make your slides move and look attractive and engaging.
- The Idea of using PowerPoint makes you like a creative director, turning your ideas into a short video.

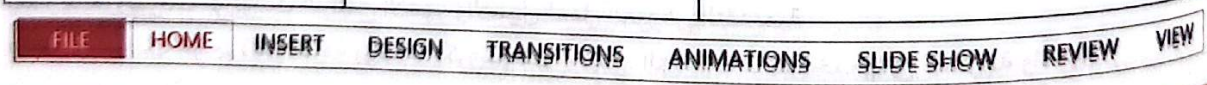
برنامج باوربوينت يوفر أدوات سهلة الاستخدام مثل:
❶ أدوات الرسم ❷ وأدوات الكتابة ❸ وخيارات الحركة
خيارات الحركات تجعل شرائحك تنتقل وتظهر بطريقة جذابة ومبهجة
إن فكرة استخدام برنامج باوربوينت تجعلك أشبه بمخرج إبداعي، حيث تحول أفكارك إلى فيديو قصير

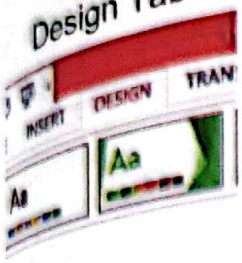
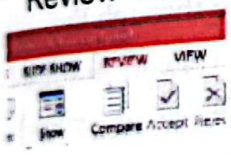
Basic PowerPoint Tools

- When you open PowerPoint, you will find a well-organized interface that makes your work easier.
- The most important areas and tools you need:

أدوات باوربوينت الأساسية:
عند فتح برنامج باوربوينت ، ستجد واجهة منظمة بشكل جيد تسهل عليك العمل.
أهم الأماكن والأدوات التي ستحتاجها

Tool Name	Location	Function
File Tab 	Top left of the screen على يسار الشاشة	- To save the presentation. - To open it. - To print it. لحفظ العرض أو فتحه أو طباعته
Taskbar (Home tab)	At the top of the screen فى أعلى الشاشة	Contains important formatting commands such as changing: - Font size - Font type - Text color يحتوي على أوامر مهمة للتنسيق مثل: تغيير حجم ونوع الخط ولونه
Tabs	At the top of the screen فى أعلى الشاشة	- Each tab contains a group of specialized tools such as: "Design", "Insert", and "Animations" كل تبويب يحتوي على مجموعة من الأدوات المتخصصة



Tool Name	Location	Function
Design Tab 	One of the main tabs أحد التبويبات الرئيسية	- Choose the "slide size" to format the slide shape. - Choose the "Theme" to change the background and colors to create an attractive design. اختر منها "حجم الشريحة" لتنسيق شكل الشريحة واختر منها "النسق" لتغيير الخلفية والألوان لتصميم جذاب
Insert Tab	One of the main tabs أحد التبويبات الرئيسية	Used to add new elements to the slide, such as: - Pictures. - Shapes. - Charts: to clarify numbers. - Videos. تستخدم لإضافة عناصر جديدة إلى الشريحة مثل الصور والأشكال الهندسية والرسوم البيانية لتوضيح الأرقام، والفيديوهات.
Review Tab 	One of the main tabs أحد التبويبات الرئيسية	- Responsible for checking words and ensuring there are no spelling errors. هي المسئولة عن تدقيق الكلمات والتأكد من عدم وجود أخطاء إملائية

Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

1- What is the most famous and commonly used program for creating presentations?

a. Microsoft Word
b. Microsoft Excel
c. Microsoft PowerPoint
d. Microsoft Paint

2- A presentation is used to .....

a. Write long messages
b. Perform mathematical calculations
c. Browse the Internet
d. Present ideas and information in an interesting way

3- To add a new image to a slide, we use the ..... tab.

a. Animations
b. Design
c. Insert
d. View

4- If you want to change the shape and color of the slide background, you should use the …… tab.

a. File b. Insert

c. Review d. Design

5- The main function of the "Review" tab is ……

a. check Spelling and ensuring word accuracy

b. Adding charts

c. Formatting fonts and colors

d. Creating transition

6- What tools can be used to create an attractive and visually appealing presentation?

a. animations b. shapes

c. images d. all of them

7- In PowerPoint, the bar that contains commands such as changing font size is:

a. File bar b. Animation bar

c. Status bar d. Home tab

8- Before you start designing slides, you can set the slide size through the ..... option.

a. Slide Size b. Background color

c. Font d. Insert table

9- Transition options between slides help you to ……

a. Print the document b. Save the file

c. Make presentation more exciting and engaging d. Send an email

10- What is the element you must maintain for your presentation to succeed?

a. Too much text only

b. Ignoring images

c. Using one font throughout the presentation

d. Delivering your ideas effectively and impressing the viewers

11- Design Tab is used to choose the slide ……

a. file b. number

c. size d. text

12- Insert Tab is used to add pictures, shapes, charts, and ……

a. folders b. emails

c. videos d. books

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13- Review Tab is used to check …… errors.
a. chart
b. image
c. video
d. spelling

14- Using PowerPoint makes you like a creative ……
a. student
b. teacher
c. director
d. painter

15- A presentation is a collection of ……
a. slides
b. tables
c. emails
d. books

16- PowerPoint helps deliver messages ……
a. clearly
b. secretly
c. slowly
d. roughly

17- Animated images and music make a presentation ……
a. boring
b. successful
c. unclear
d. empty

18- Slides are used to write text and add ……
a. emails
b. images
c. books
d. tables

19- Microsoft PowerPoint is part of …… suite.
a. Adobe
b. Microsoft Office
c. Google
d. Corel

20- PowerPoint is often used at ……
a. school
b. factory
c. hospital
d. restaurant

21- Animation options make slides look ……
a. attractive
b. boring
c. simple
d. plain

22- The File Tab is located at the …… of the screen.
a. top left
b. bottom right
c. top right
d. bottom left

23- The File Tab is used to save, open, and …… presentations.
a. print
b. delete
c. draw
d. animate

24- Taskbar (Home Tab) contains formatting commands like font ……
a. size
b. number
c. name
d. weight

② Put (✓) or (x) in front of each of the following sentences:

1- Charts are used in PowerPoint to clarify data and numbers in a simple.(
2- The Theme in PowerPoint means inserting an image inside the slide. (
3- The "Animations" tab is used to add visual effects to elements in a slide.(
4- Slides in PowerPoint are the spaces where we write text and add images.(
5- One of the most important skills of using PowerPoint effectively is the ability to deliver your idea and make audience engaged. (
6- PowerPoint is rarely used at school or home. (
7- Animation options make slides move and look attractive. (
8- The File Tab is located at the top left of the screen. (
9- The File Tab is used only to delete presentations. (
10- Taskbar (Home Tab) contains formatting commands like font size and color.(
11- Design Tab allows choosing slide size and themes. (
12- Insert Tab is used to add new elements such as pictures and charts. (
13- Review Tab checks words and spelling errors. (
14- PowerPoint does not have drawing or writing tools. (
15- Using PowerPoint is like being a creative director. (
16- Each tab contains a group of specialized tools. (
17- Videos cannot be added through the Insert Tab. (
18- PowerPoint slides can be made boring by avoiding animations. (
19- The Design Tab is not used for formatting slide background or colors. (
20- PowerPoint helps deliver messages clearly and attractively. (
21- A presentation is a collection of slides used to present information. (
22- PowerPoint cannot be used to create presentations. (
23- Animated images and music make presentations more engaging. (
24- Slides are the spaces where we write text and add images. (
25- Microsoft PowerPoint is part of the Microsoft Office suite. (

③ Complete the following with the suitable words in brackets:

(clearly – Microsoft Office – slides – engaging – images)

1- A presentation is a collection of .....
2- PowerPoint helps deliver messages ..... and attractively.
3- Animated images and music make a presentation more .....
4- Slides are the spaces where we write text and add .....
5- Microsoft PowerPoint is part of the ..... suite.

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④ Complete the following sentences with appropriate words:

1- Design Tab is used to choose the slide .....
2- Insert Tab is used to add pictures, shapes, charts, and .....
3- Review Tab is responsible for checking ..... errors.
4- Using PowerPoint makes you like a creative .....
5- Each tab contains a group of specialized .....
6- PowerPoint is often used at ..... and home.
7- Animation options make slides ..... and attractive.
8- The File Tab is located at the ..... of the screen.
9- The File Tab is used to save, open, and ..... presentations.
10- Taskbar (Home Tab) contains formatting commands like font .....

⑤ Write the scientific concept for each of the following:

1- A program used to create presentations with slides, text, images, and animations.
2- The spaces where we write text and add images in a presentation.
3- A feature that makes slides move and look attractive and engaging.
4- The tab located at the top left of the screen used to save, open, or print presentations.
5- A tab used to add elements like pictures, shapes, charts, and videos to slides.

⑥ Match the items in column (A) with the correct items in column (B):

A		B	
1	A presentation	A	used to create presentations
2	Microsoft PowerPoint	B	used to save, open, or print the presentation
3	Animation options	C	used to add pictures, shapes, , and videos
4	File Tab	D	is a collection of slides
5	Insert Tab	E	make slides move and look attractive

⑦ Correct the error in the following sentences:

1- A presentation is a single page used to write a long paragraph.
2- Slides are used only to add background music in PowerPoint.
3- Microsoft PowerPoint is a program used mainly for writing long reports.
4- PowerPoint is not part of the Microsoft Office suite.
5- Animation options in PowerPoint make the computer faster.
6- A successful presentation should not include images or animations.
7- When you open PowerPoint, the interface is disorganized and difficult to use.

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LESSON 5
قواعد البيانات باستخدام Excel

Databases Using Excel

- Imagine that you have a huge library full of books, and you want to find a specific book quickly.
- If the books are scattered, it will be difficult.
- But if they are organized in a table with details like: book name, author name, shelf number. It will be easy to find the book. This organized table is called a Database.

تخيل أن لديك مكتبة ضخمة مليئة بالكتب، وتريد العثور على كتاب معين بسرعة
إذا كانت الكتب مبعثرة، فسيكون الأمر صعباً.
ولكن إذا تم تنظيمها في جدول يتضمن تفاصيل مثل: اسم الكتاب، اسم المؤلف، رقم الرف سيكون من السهل العثور على الكتاب. يُطلق على هذا الجدول المنظم اسم قاعدة البيانات

A database:

- It is a way to store and organize large amounts of data and information (such as students' names, grades, and schedules) inside a computer, making it easy to analyze, search, and modify.

قاعدة البيانات: هي طريقة لتخزين وتنظيم كميات كبيرة من البيانات والمعلومات (مثل أسماء الطلاب ودرجاتهم وجداولهم الدراسية) داخل جهاز الكمبيوتر، مما يسهل تحليلها والبحث عنها وتعديلها.

Importance of Database:

- It helps us collect information about people, places, or things, and makes managing this information easier.
- For example: a school uses a database to organize information about its students (such as student name, ID and student grades).

أهمية قواعد البيانات: تساعدنا قواعد البيانات في جمع المعلومات حول الأشخاص أو الأماكن أو الأشياء، وتسهل إدارة هذه المعلومات
على سبيل المثال: تستخدم المدرسة قاعدة بيانات لتنظيم معلومات تلاميذها (مثل اسم الطالب ورقم القيد ودرجات الطالب)

Excel: A Database-Building Tool

- We can use Microsoft Excel to create simple databases.
- Microsoft Excel can also be used to make:

Sorting - Adding - Subtracting - Multiplying - Dividing - Filtering

- Excel used to create tables made up of columns and rows.

يمكننا استخدام برنامج مايكروسوفت إكسل لإنشاء قواعد بيانات بسيطة.
و يمكن استخدام برنامج إكسل أيضا لعمل فرز، وجمع، وطرح، وضرب، وقسمة، ونصفية.
يستخدم برنامج إكسل لعمل جداول مكونة من أعمدة وصفوف.

Note that:

- In a database, a column is called a Field which represents the type of information (such as a student's name).
- A row is called a Record, and it represents all information about one item (such as the data of one student).

لاحظ أن: العمود يُسمى "حقل" ، وهو يمثل نوع المعلومات، مثل "اسم الطالب"
الصف يُسمى "سجل" ، وهو يمثل معلومات كاملة عن شيء واحد مثل "بيانات طالب واحد"

Steps to Create a Simple Database in Excel

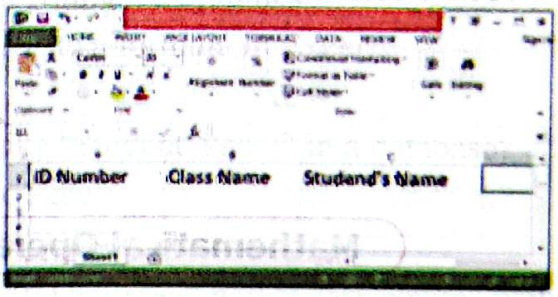
- Suppose you want to create a database for the members of the reading club in your class:

خطوات إنشاء قاعدة بيانات بسيطة فى إكسل:
لنفترض أنك تريد إنشاء قاعدة بيانات لأعضاء نادي القراءة في صفك:

Step 1: Define the Columns (Fields):

In the cells of the first row (A1, B1, C1, ...):

- Write the column headings
  These headings are called "field names".
- **Example:**
  - In cell A1, write "ID Number".
  - In cell B1, write "Class Name".
  - In cell C1, write "Student's Name".

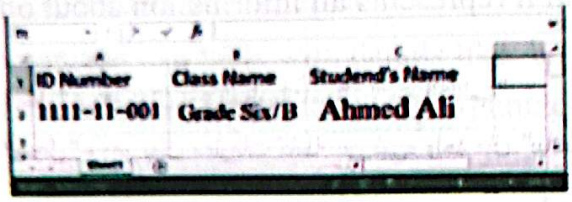


- الخطوة 1: تحديد الأعمدة (الحقول):
  في خلايا الصف الأول: (A1, B1, C1, ...)
  اكتب عناوين الأعمدة التي تحتاجها. هذه العناوين تُسمى أسماء الحقول.
  مثال:
  في الخلية A1 نكتب "رقم التعريف"
  في الخلية B1 نكتب "اسم الفصل"
  في الخلية C1 نكتب "اسم الطالب"

Step 2: Enter the Data (Records):

Start from the second row and fill in the data under each column.

- **Example:**
- In cell A2: Under "ID Number" (A1), write the number (001-11-1111).
- In cell B2 write: Under "Class Name" (B1), write "Grade Six / B".
- In cell C2 write: Under "Student's Name" (C1), write "Ahmed Ali".



الخطوة 2: إدخال البيانات (السجلات).
ابدأ من الصف الثاني واملأ البيانات تحت كل عمود
مثال: تحت رقم التعريف (A1) في الخلية A2 نكتب الرقم (1111-11-001)
تحت اسم الفصل» (B1) في الخلية B2 نكتب "السادس /ب"
تحت اسم الطالب» (C1) في الخلية C2 نكتب "أحمد علي"

Step 3: Add New Columns (Insert Column):

- If you want to add a new column (such as "Date of Birth"):
- Right-click on the column heading before which you want to add the new column.
- Choose "Insert Column".
- A new column will be added and formatted automatically.

الخطوة 3 : إضافة أعمدة جديدة (إدراج عمود)
إذا أردت إضافة عمود جديد ("مثل تاريخ الميلاد")
انقر بزر الماوس الأيمن على عنوان العمود الذي تريد إضافة عمود قبله.
اختر "إدراج عمود" . سيتم إضافة عمود جديد ومُنسق تلقائيًا.

Mathematical Operations and Formulas in Excel

- Excel is an excellent program to perform mathematical operations.
- When dealing with a database that contains numbers (such as students' grades or expenses), you can use Formulas.
- To create a formula, You must start with the " = " sign.

العمليات الحسابية والصيغ في إكسل:
يُعد برنامج Excel برنامجًا ممتازًا لإجراء العمليات الحسابية
عندما تتعامل مع قاعدة بيانات تحتوي على أرقام (مثل درجات الطلاب أو مصروفاتهم)، يمكنك استخدام الصيغ
عند إنشاء أي صيغة حسابية، يجب أن تبدأ بعلامة "="

Simple Examples of Formulas:

- To add specific cells (=B2 + B3).
- To subtract cells (=B2 - B3).
- To calculate an average (addition then division) (=(B2+B3)/2).

أمثلة بسيطة على الصيغ:
جمع خلايا معينة (=B2+B3)
لطرح خلايا معينة (=B2-B3)
حساب متوسط (جمع ثم قسمة) (=(B2+B3)/2)

Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

1- In Excel, the row that contains complete information about one person is called .....
a. Field b. Record
c. Column d. Workbook

2- To add a new column in Excel, we use the option ……
a. Insert column b. Delete row
c. Sort data d. Filter data

3- Microsoft Excel is used to create and manage ……
a. Daily notes b. Electronic games
c. Databases d. Animated graphics

4- What symbol should be written first to create a formula in Excel?
a. + b. - c. * d. =

5- What is the name of a column heading like "Student Name" in a database?
a. Record b. Row
c. Field D. Workbook

6- When writing column headings such as "ID Number" and "Class Name", you write them in .....
a. The second row b. The first row
c. The last column d. Any empty place

7- One of the common tools you learned that helps you organize data in Excel is:
a. Insert picture b. Sort
c. Add WordArt d. Draw a circle

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8- What is the most appropriate definition of a database?

a. A collection of stories
b. A file for writing letters
c. A program for creating presentations
d. A way to store and organize large amounts of information

9- If you want to calculate the sum of the numbers in cells C2, C3, and C4, what is the correct formula?

a. C2+C3+C4
b. =SUM(C2-C4)
c. =C2+C3+C4
d. C2C3C4

10- Storing with large amounts of information in databases is done in .....

a. The radio
b. The computer system
c. The old mobile phone
d. The camera

11- The information about one student represents one .....

a. column
b. field
c. record
d. sheet

12- To add a new column, choose .....

a. delete
b. copy
c. insert
d. save

13- The headings of columns are called ..... names.

a. field
b. file
c. sheet
d. page

14- The formula =(B2+B3)/2 is used to calculate the .....

a. sum
b. difference
c. average
d. product

15- A school uses a database to organize students' .....

a. colors
b. grades
c. songs
d. games

16- A database is a way to store and organize large amounts of .....

a. data
b. games
c. videos
d. drawings

17- A column in a database is called a .....

a. record
b. field
c. sheet
d. cell

18- A row in a database is called a .....

a. field
b. file
c. record
d. page

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19- Excel is used to create tables made up of rows and .....
a. charts b. columns
c. images d. slides

20- Field names are written in the ..... row.
a. first b. second
c. third d. last

21- Data entry in a database starts from the ..... row.
a. first b. second
c. third d. fourth

22- To create a formula in Excel, you must start with the sign .....
a. + b. –
c. = d. /

23- The process of arranging data in order is called .....
a. filtering b. sorting
c. adding d. printing

24- Excel can perform mathematical operations like adding and .....
a. painting b. drawing
c. dividing d. typing

25- A database makes information easy to search and .....
a. delete b. modify
c. hide d. lock

② Put (✓) or (x) in front of each of the following sentences:

1- When you use a formula such as =B2-B3, you are performing a subtraction. ( )

2- The main goal of analyzing and modifying data is to destroy the data. ( )

3- To sort data from smallest to largest, we use the Sort tool. ( )

4- The program that uses tables made of rows and columns to create databases is Microsoft Word. ( )

5- The first step to create a simple database in Excel is defining and writing the column headings (fields) in the first row. ( )

6- Microsoft Excel cannot be used to create databases. ( )

7- Excel can perform operations like adding and subtracting. ( )

8- Tables in Excel are made up of columns and rows. ( )

9- In a database, a column is called a record. ( )

10- A field represents the type of information in a database. ( )

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11- A row in a database is called a record. ( )
12- A record represents information about one item. ( )
13- Field names are written in the first row. ( )
14- Data entry usually starts from the first row. ( )
15- To add a new column, choose "Insert Column". ( )
16- Excel cannot calculate averages. ( )
17- A formula in Excel must start with the "=" sign. ( )
18- The formula =B2 - B3 is used for addition. ( )
19- Filtering is one of the features available in Excel. ( )
20- A database makes information difficult to analyze and modify. ( )
21- A database is used to store and organize large amounts of data. ( )
22- If books are scattered, it is easy to find a specific book quickly. ( )
23- A well-organized table makes searching for information easier. ( )
24- A database can only store students' names. ( )
25- A school uses a database to organize students' information. ( )

③ Complete the following with the suitable words in brackets:

(field – database – first – Excel – record)

1- A ..... is a way to store and organize large amounts of data.
2- Microsoft ..... can be used to create simple databases.
3- A column in a database is called a .....
4- A row in a database is called a .....
5- Field names are written in the ..... row.

④ Complete the following sentences with appropriate words:

1- The process of arranging data in order is called .....
2- Excel can perform mathematical operations like adding and .....
3- The formula =B2 + B3 is used for .....
4- The formula =(B2+B3)/2 is used to calculate the .....
5- A school uses a database to organize students' .....
6- Data entry starts from the ..... row.
7- A record represents all information about one .....
8- Excel tables are made up of rows and .....
9- To add a new column, choose ..... Column.
10- To create a formula in Excel, start with the sign "....."

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⑤ Write the scientific concept for each of the following:

1- A way to store and organize large amounts of data and information inside a computer.

2- A column in a database that represents the type of information.

3- A row in a database that represents all information about one item.

4- The headings written in the first row of the table to define the columns.

5- A program used to create simple databases and perform mathematical operations.

⑥ Match the items in column (A) with the correct items in column (B):

A		B	
1	is a way to store and organize large amounts of data and information.	A	Microsoft Excel
2	can be used to create simple databases.	B	To create a formula
3	A row is called a Record,	C	called a Field
4	In a database, a column	D	A database
5	you must start with the "=" sign.	E	and it represents all information about one item

⑦ Correct the wrong in the following sentences:

1- A database is a scattered collection of random information.

2- Excel cannot be used to create databases.

3- In a database, a row is called a Field.

4- A column in a database represents all information about one item.

5- To create a formula in Excel, you start with the "+" sign.

6- Adding a new column in Excel requires deleting all existing data.

⑧ Explain/Why:

1- A database makes it easy to find specific information.

2- Excel can be used to create simple databases.

3- A row in a database is called a Record.

4- Mathematical operations in Excel are useful for databases containing numbers.

5- You must start a formula in Excel with the "=" sign.

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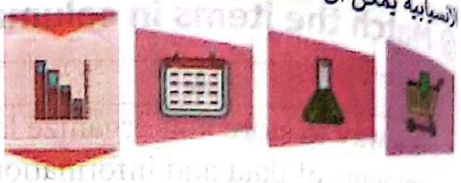
LESSON 6
المخططات الانسيابية

Flowcharts (SmartArt)

- Do you have a lot of information or steps and want to share them with your classmates in an easy and clear way? SmartArt (flowcharts) can help.

إذا كانت لديك الكثير من المعلومات أو الخطوات وتريد عرضها لزملائك بطريقة سهلة ومفهومة، هنا يأتي دور المخططات الانسيابية يمكن أن تساعدك



SmartArt

- They are ready-to-use graphics and shapes in PowerPoint that help you show information visually in an organized way, using a series of steps or clear relationships.

المخططات الانسيابية: هى رسومات وأشكال جاهزة في برنامج باوربوينت تساعدك على عرض المعلومات بشكل مرئي ومنظم على هيئة خطوات متسلسلة أو علاقات واضحة

Importance of Flowcharts (SmartArt)

- They make your presentation more engaging.
- They help the audience (your classmates and teacher) understand complex information or project steps more easily and quickly than reading long texts.

أهمية المخططات الانسيابية:

تجعل عرضك التقديمي أكثر جاذبية.

تجعل تساعد الجمهور (زملائك في الفصل ومعلمك) على فهم المعلومات المعقدة أو خطوات المشروع بسهولة وسرعة أكبر من قراءة النصوص الطويلة

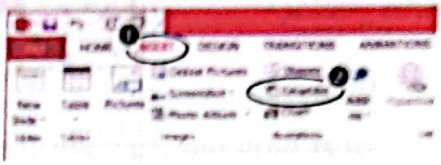
- Some ideas for using SmartArt: بعض الأفكار لاستخدام المخططات الانسيابية
- You can use SmartArt to illustrate the stages of a plant's life cycle, steps to prepare a meal, or team organization in a project.

يمكنك استخدام المخططات لتوضيح مراحل دورة حياة النبات، أو خطوات تحضير وجبة، أو تنظيم فريق العمل في مشروع

Steps to Insert and Customize SmartArt in PowerPoint

خطوات إدراج وتخصيص SmartArt في باوربوينت

• First step: Insert.



1- Click "Insert" tab in the top ribbon of PowerPoint.

2- Look for the "SmartArt" icon and click it.

3- Dialog box will appear showing many chart types.

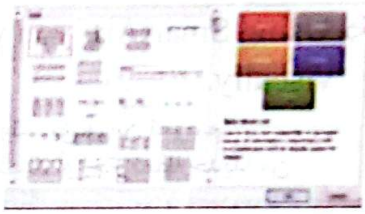
الخطوة الأولى: الإدراج

1- انقر على تبويب "إدراج"، الموجود في الشريط العلوي لبرنامج باوربوينت.

2- ابحث عن أيقونة SmartArt وانقر عليها

3- سيظهر لك مربع حوار (نافذة) به أنواع كثيرة من المخططات.

• Second step: Choose the type.



4- Select the suitable type to represents your information.

- If your information consists of series of steps, choose from the "List", "Process", or "Cycle" categories.

5- Click the chart you prefer in the dialog box, and then click "OK" to insert it to the slide.

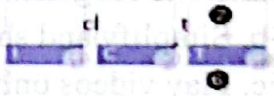
الخطوة الثانية: اختيار النوع

اختر النوع المناسب لتمثيل معلوماتك

إذا كانت معلوماتك عبارة عن خطوات متسلسلة ، اختر من فئة قائمة أو عملية أو دورة

انقر على المخطط الذي تفضله في مربع الحوار، ثم انقر على زر موافق OK لإضافته.

• Third step: Add Text.



7- Click the “Text” or “Flowchart” that appears on the slide?

8- Start writing the information or steps you want to explain inside the text boxes in the chart?

الخطوة الثالثة: إضافة النص:

انقر على "النص" أو "المخطط الانسيابي" الذي ظهر على الشريحة.

ابدأ بكتابة المعلومات أو الخطوات التي تريد شرحها داخل المربعات المخصصة في المخطط.

• Four step: Customize and beautify your flowchart.

You can make the flowchart more visually appealing:

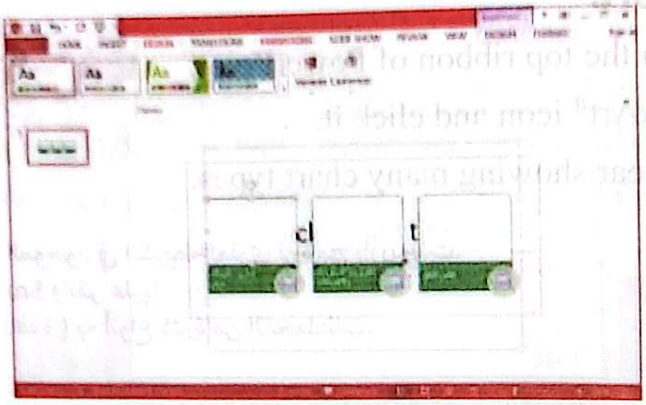
9- Click on the flowchart.

Two new tabs will appear at the top: "SmartArt Design" and "Format".

10- In SmartArt Design, you can:

Change Colors to make your slides more attractive.

Choose a new style from SmartArt Style to change how your boxes and shapes look.



Using SmartArt, you won't need to write long texts. You will share information visually.

انقر على المخطط، ستظهر لك علامتا تبويب جديدتان في الأعلى: "تصميم SmartArt " وتنسيق». من تصميم" SmartArt" : يمكنك اختيار " تغيير" الألوان (Colors Change) لتبدو شرائحك أكثر جاذبية، أو اختر نمطًا جديدًا من مجموعة " أنماط SmartArt " لتغيير شكل المربعات والأشكال.

باستخدام SmartArt لن تحتاج لكتابة نصوص كثيرة، بل ستشارك المعلومات بصريا.

Al-Faez Exercises

① Choose the correct answer from a, b, c, or d:

1- The SmartArt flowchart is mainly used to.....

a. Write long messages

b. Simplify and show a series of steps or information

c. Play videos only

d. Perform mathematical calculations

2- To add a SmartArt chart to a slide, start by clicking the …… tab.

a. Design

b. Review

c. Insert

d. Animations

3- To represent series of steps for completing a project, it is preferable to choose the …. flowchart category.

a. Pyramid

b. Relation

c. Matrix

d. Process

4- To change the flowchart colors, go to the ……tab that appears after insertion.

a. SmartArt Design

b. Format

c. Review

d. Slide Show

5- PowerPoint allows inserting .....
a. Measuring devices
b. Calculators
c. Carpentry tools
d. Charts and videos

6- Flowcharts help present the material better than .....
a. Animated images
b. Videos
c. Plain text (written)
d. Charts

7- When you select the "Change Colors" option for the flowchart, the goal is to...
a. Make it beautiful and colorful
b. Increasing font size
c. Deleting the chart
d. Changing the written text

8- After inserting a flowchart, you click on [Flowchart] to .....
a. Delete it
b. Add the text and information
c. Print the slide
d. Close the program

9- Charts in PowerPoint are used to .....
a. Write poetry
b. Perform slide transitions
c. Represent data and numbers visually
d. Search for information

10- Which tool can be used to represent the stages of a "life cycle" of something?
a. List
b. Relation
c. Matrix
d. Cycle

11- Choosing how boxes look in SmartArt is called .....
a. Design
b. Color
c. Step
d. Flowchart

12- Making slides more attractive with colors is using .....
a. Diagram
b. Color
c. Text
d. Insert

13- Categories like List, Process, and Cycle are part of .....
a. Style
b. SmartArt
c. Design
d. Audience

14- Sharing information without long texts is done .....
a. Visually
b. Verbally
c. Randomly
d. Slowly

15- Steps to explain information in SmartArt are typed in .....
a. Diagram
b. Text Box
c. Style
d. Slide

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16- A diagram that shows steps in order is called .....
a. SmartArt b. Flowchart
c. Text Box d. Color

17- Ready-to-use graphics in PowerPoint are called .....
a. Design b. Flowchart
c. SmartArt d. Diagram

18- Information presented visually helps the .....
a. Text b. Audience
c. Slide d. Process

19- A planned set of actions to achieve a goal is a .....
a. Project b. Style
c. Cycle d. List

20- To add SmartArt, click the .....
a. Format b. Insert
c. Design d. Text Box

21- Boxes where you type information in SmartArt are called .....
a. Style b. Diagram
c. Color d. Text Box

22- Changing the appearance of SmartArt is called .....
a. Customize b. Insert
c. Process d. Cycle

23- A series of actions in order is called a .....
a. Cycle b. Process
c. List d. Diagram

24- Visual changes like colors and shapes are part of .....
a. Step b. Audience
c. Insert d. Format

25- A sequence of events that repeats is a .....
a. Style b. Process
c. Cycle d. Text

② Put (✓) or (x) in front of each of the following sentences:

1- SmartArt is used to show information in an organized and visual way. ( )
2- SmartArt cannot be inserted from the "Insert" menu in PowerPoint. ( )
3- The "Process" category of SmartArt is used to represent sequential steps.( )
4- The colors or design of SmartArt cannot be changed after you insert it. ( )

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5- One of the benefits of SmartArt is that it helps the audience understand complex information more easily and quickly. ( )

1- Flowcharts are used to show information in order. ( )
2- SmartArt can only be used for text, not diagrams. ( )
3- Using SmartArt makes presentations more engaging. ( )
4- Text boxes in SmartArt cannot be edited. ( )
5- The "Insert" tab is used to add SmartArt in PowerPoint. ( )
6- Flowcharts help the audience understand complex steps quickly. ( )
7- SmartArt requires writing long texts to explain information. ( )
8- You can choose the style of SmartArt from the "SmartArt Design" tab. ( )
9- Colors cannot be changed in SmartArt. ( )
10- The "Format" tab helps customize the appearance of SmartArt. ( )
11- Flowcharts are only useful for cooking recipes. ( )
12- SmartArt can illustrate the stages of a plant's life cycle. ( )
13- A cycle in SmartArt represents a repeating sequence of events. ( )
14- The "List" category in SmartArt is used for unordered data only. ( )
15- Steps can be added to SmartArt using text boxes. ( )
16- SmartArt is only available in Microsoft Word. ( )
17- Diagrams in SmartArt can show relationships between elements. ( )
18- The "Process" category is suitable for showing project steps. ( )
19- Audience understanding is not affected by using SmartArt. ( )
20- Customizing SmartArt can make slides visually appealing. ( )

③ Complete the following with the suitable words in brackets:

(SmartArt – Insert – Customize – Flowchart – Text Box)

1- A diagram that shows steps in order is called …
2- Ready-to-use graphics in PowerPoint to show information visually are called …
3- The tab used to add SmartArt in PowerPoint is …
4- Boxes where you type information in SmartArt are called …
5- Changing the appearance of SmartArt is called …

④ Complete the following sentences with appropriate words:

1- Flowcharts help the … understand complex information.
2- Diagrams in SmartArt can show … between elements.
3- The "Process" category is suitable for showing ……

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4- Sharing information without long texts is done …

5- The tab that helps customize the appearance of SmartArt is …

6- Categories like List, Process, and Cycle are part of …

7- Making slides more attractive with colors uses the …

8- Steps to explain information in SmartArt are typed in …

9- A sequence of actions that repeats is called a …

10- Choosing how SmartArt boxes look is done in …

⑤ Match the items in column (A) with the correct items in column (B):

A		B	
1	SmartArt helps present information visually	A	It makes complex information easier to understand
2	Flowcharts make presentations more engaging	B	It is found in the top ribbon of PowerPoint
3	The "Insert" tab is used to add SmartArt	C	It helps organize information clearly
4	The "Process" category is used for a series of steps	D	It is suitable when information consists of sequential steps
5	SmartArt Design allows you to change colors and styles	E	It helps make the flowchart more visually appealing

⑥ Correct the error in the following statements:

1- SmartArt is used to write long paragraphs only.

2- Flowcharts make presentations less engaging.

3- To insert SmartArt, you click the "File" tab.

4- The "Process" category is not suitable for showing a series of steps.

5- You cannot change colors or styles in SmartArt.

⑦ Give the reason for each of the following:

1- SmartArt makes presentations easier to understand.

2- Flowcharts help the audience understand complex information quickly.

3- The "Process" category is used in SmartArt.

4- You should click the "Insert" tab to add SmartArt.

5- The SmartArt Design tab is important.

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Lesson 1 The Role of Information Technology in Improving Our Lives.

1. ICT and a Better Environment

Technology helps create a cleaner and healthier environment:

Clean Vehicles: ICT supports the spread of electric vehicles, reducing harmful emissions.

Energy Saving: Smart systems manage energy consumption in homes and factories, reducing waste.

Increasing Job Opportunities: Technology creates jobs in clean transportation and smart services.

2. ICT and Faster Services

Online Booking: Allows booking services or appointments via websites or apps, saving time and effort.

How Online Booking Works

GPS (Global Positioning System): Determines the location of users and vehicles, suggesting the fastest route.

Smart Applications: Enable electronic payment and show costs before starting.

Example: Taxi booking apps, train ticket booking.

Notifications and Reminders: Send updates about vehicle arrival or appointment times to avoid waiting.

3. Designing an ICT Tool to Solve Transportation Problems

Problem 1: Waiting at the bus stop without knowing the arrival time.

Solution: GPS tracking apps to show bus location in real-time.

Problem 2: Cash payment is insecure.

Solution: Secure electronic payments via mobile apps.

- Benefits of ICT Solutions.
- Reduce pollution.
- Save time.
- Increase safety.

Lesson 2 Dealing with Operating Systems and Computer Applications.

The Operating System:

- It is the program that makes the computer work.
- Without an operating system, a computer cannot function or interact with the user.

The operating system helps you to:

- Manage files and folders:
- Run different programs:
- Control device components such as the screen, mouse, and keyboard.

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Examples of operating systems:

- Windows (Microsoft).
- Linux.
- macOS (Apple).
- Android / iOS (Smartphones/Tablets).

Changing System Settings:

- You can modify device settings through:
  - **Control Panel** in windows operating systems.
  - **Settings** on smartphones.

To install a program on a computer:

- It can be downloaded from the internet or from a compact disc (CD).
- Then the installation steps should be followed.

To install a program on smartphones:

- Applications are downloaded from the store such as:
  - **Play Store** (in Android devices).
  - **App store** (in iPhone devices).

Lesson 3 Preparing and Sharing Reports.

Microsoft Word

Microsoft Word is a popular word processing program used to write and format reports.

It allows you to insert **images, tables, and headings** to make documents organized and easy to read.

Components of Word Interface

1. **Menu Bar:** Contains commands like "File", "Insert", and "Layout".
2. **Toolbar:** Includes buttons for formatting text, such as font size and color.
3. **Writing Area:** The space where you type your report.

Steps to Write a Simple Report

1. Open Microsoft Word.
2. Select "New Document".
3. Write the report title (e.g., "Artificial Intelligence in Our Lives").
4. Add text and images using the "Insert" menu.
5. Format the text using tools in the ribbon.
6. Save the file via "File" → "Save" with an appropriate name.

Messaging Services

- Messaging services help exchange messages, images, and files quickly online.

Examples:

WhatsApp – Messenger – Telegram

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Lesson 4 Creating Presentations.

- A presentation is a collection of slides used to present information and ideas clearly and attractively.
- It can include **text, images, shapes, animations, and music** to make the message engaging.

Slides are the spaces in PowerPoint where you write text and add images.

Microsoft PowerPoint

- One of the most popular and easy-to-use programs for creating presentations.
- Part of the Microsoft Office suite, commonly used at school and home.
- Provides tools such as drawing, writing, and animation options.

Benefits of Using PowerPoint

- Animations make slides more attractive and engaging.
- Turns your ideas into a creative presentation, almost like a short video.

Basic PowerPoint Tools

- PowerPoint has a well-organized interface with easy-to-use tools that simplify creating presentations.
- **Key tools include:** text formatting, drawing tools, inserting images/shapes, and animation options.

Lesson 5 Databases Using Excel.

A database:

- It is a way to store and organize large amounts of data and information (such as students' names, grades, and schedules) inside a computer, making it easy to analyze, search, and modify.

Excel: A Database-Building Tool.

- We can use Microsoft Excel to create simple databases.
- Microsoft Excel can also be used to make:

Sorting - Adding - Subtracting - Multiplying - Dividing - Filtering.

- In a database, a column is called a Field which represents the type of information (such as a student's name).
- A row is called a Record, and it represents all information about one item (such as the data of one student).

Lesson 6 Flowcharts (SmartArt).

SmartArt:

They are ready-to-use graphics and shapes in PowerPoint that help you show information visually in an organized way, using a series of steps or clear relationships.

Importance of Flowcharts (SmartArt).

They make your presentation more engaging.

Steps to Insert and Customize SmartArt in PowerPoint:

1- Click "Insert" tab in the top ribbon of PowerPoint.

2- Look for the "SmartArt" icon and click it.

3- Dialog box will appear showing many chart types.

4- Select the suitable type to represents your information.

- If your information consists of series of steps, choose from the "List", "Process", or "Cycle" categories.

5- Click the chart you prefer in the dialog box, and then click "OK" to insert it to the slide.

7- Click the “Text” or “Flowchart” that appears on the slide?

8- Start writing the information or steps you want to explain inside the text boxes in the chart?

9- Click on the flowchart.
Two new tabs will appear at the top: "SmartArt Design" and "Format".

10- In SmartArt Design, you can:

- Change Colors to make your slides more attractive.
- Choose a new style from SmartArt Style to change how your boxes and shapes look.
- Using SmartArt, you won't need to write long texts. You will share information visually.

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Monthly Exams: Abril

TEST 1

① Choose the correct answer from a, b, c, or d:

1- What is the most famous and commonly used program for creating presentations?
a. Microsoft Word
b. Microsoft Excel
c. Microsoft PowerPoint
d. Microsoft Paint

2- To add a SmartArt chart to a slide, start by clicking the …… tab.
a. Design
b. Review
c. Insert
d. Animations

3- Which of the following terms refers to "Information and Communication Technology"?
a. GBT
b. ICT
c. CPU
d. ABC

4- Which of the following is not an operating system?
a. Android
b. Mac
c. Windows
d. Facebook

5- A transportation problem includes waiting at the …… stop.
a. train
b. bus
c. taxi
d. metro

6- What program makes the computer work?
a. Drawing program
b. Electronic game
c. Writing program
d. Operating system

7- To add a new image to a slide, we use the …… tab.
a. Animations
b. Design
c. Insert
d. View

② Put (✓) or (x) in front of each of the following sentences:

1- Images can be inserted into a document through the "Insert" menu. ( )
2- Animation options make slides move and look attractive. ( )
3- Excel can perform operations like adding and subtracting. ( )
4- SmartArt is used to show information in an organized and visual way. ( )
5- Smart applications do not show the cost before starting. ( )
6- Microsoft Word is used for word processing and writing reports. ( )
7- One of the safety rules in messaging is not opening suspicious links. ( )
8- To sort data from smallest to largest, we use the Sort tool. ( )

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① Choose the correct answer from a, b, c, or d:

1- GPS tracking applications show bus …… on the map.
a. number b. speed
c. color d. location

2- In PowerPoint, the bar that contains commands such as changing font size is:
a. File bar b. Animation bar
c. Status bar d. Home tab

3- To change the flowchart colors, go to the ……tab that appears after insertion.
a. SmartArt Design b. Format
c. Review d. Slide Show

4- Traditional transportation causes traffic ……
a. safety b. payment
c. congestion d. booking

5- To change the desktop background, we use ……
a. Keyboard b. Control Panel
c. Recycle Bin d. Browser

6- Which company developed the Windows operating system?
a. Google b. Apple
c. Microsoft d. Linux

7- Design Tab is used to choose the slide ……
a. file b. number
c. size d. text

② Put (✓) or (x) in front of each of the following sentences:

1- Tables in Excel are made up of columns and rows. ( )
2- To start writing a report, you choose "New Document". ( )
3- The colors or design of SmartArt cannot be changed after you insert it. ( )
4- To change the device language, we go to the application store. ( )
5- Field names are written in the first row. ( )
6- Flowcharts help the audience understand complex steps quickly. ( )
7- The Toolbar includes buttons for formatting text. ( )
8- A field represents the type of information in a database. ( )

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Monthly Exams: Abril

TEST 3

① Choose the correct answer from a, b, c, or d:

1- Technological solutions help in increasing .....
a. danger b. safety
c. waste d. delay

2- Insert Tab is used to add pictures, shapes, charts, and .....
a. folders b. emails
c. videos d. books

3- PowerPoint allows inserting .....
a. Measuring devices b. Calculators
c. Carpentry tools d. Charts and videos

4- The applications store on Android devices is called .....
a. App Store b. Apple Store
c. Windows Store d. Play Store

5- Electronic payment is more .....
a. slow b. cheap
c. secure d. old

6- Review Tab is used to check ..... errors.
a. chart b. image
c. video d. spelling

7- Examples of operating systems for smartphones include .....
a. Android b. iOS
c. Windows d. both a and b

② Put (✓) or (x) in front of each of the following sentences:

1- A record represents information about one item. ( )
2- The report title can be written at the beginning of the document. ( )
3- Online booking requires visiting the place personally. ( )
4- The File menu is used to save the document. ( )
5- The application store for iPhone devices is called Play Store. ( )
6- Messaging services help exchange messages online. ( )
7- Charts are used in PowerPoint to clarify data and numbers in a simple. ( )
8- A row in a database is called a record. ( )

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Model Exam

TEST 1

① Choose the correct answer from a, b, c, or d:

1- ICT is used to process .....
a. food b. information
c. water d. clothes

2- Microsoft PowerPoint is part of ..... suite.
a. Adobe b. Microsoft Office
c. Google d. Corel

3- To change the desktop background, we use .....
a. Keyboard b. Control Panel
c. Recycle Bin d. Browser

4- Messaging services can be used for .....
a. studying b. fighting
c. cheating d. ignoring

5- Protectiveness mainly relates to .....
a. speed b. privacy
c. cost d. power

6- The process of buying and selling products online is called:
a. e-commerce b. stock
c. review d. bond

7- To add a new column in Excel, we use the option .....
a. Insert column b. Delete row
c. Sort data d. Filter data

② Put (✓) or (x) in front of each of the following sentences:

1- Online booking requires visiting the place personally. ( )
2- Email filters help prevent malicious mails from reaching your inbox. ( )
3- E-commerce is the process of buying and selling products online. ( )
4- Email is suitable for detailed explanations and official documents. ( )
5- Flowcharts help the audience understand complex steps quickly. ( )
6- Two images can be merged into one through photo editing. ( )
7- Video conferences allow people in different places to communicate using audio and video in real time. ( )
8- Only students use video conferences for study purposes. ( )

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Model Exam TEST 2

① Choose the correct answer from a, b, c, or d:

1- Traditional transportation causes traffic .....
a. safety b. payment
c. congestion d. booking

2 Changing the language and date in system settings helps in .....
a. Improving sound b. Organizing device usage
c. Deleting files d. Installing programs

3- From messaging service that allows sending images .....
a. Word b. WhatsApp
c. Paint d. Excel

4- Review Tab is used to check ..... errors.
a. chart b. image
c. video d. spelling

5- Microsoft Excel is used to create and manage .....
a. Daily notes b. Electronic games
c. Databases d. Animated graphics

6- AI decisions must be based on .....
a. facts b. moods
c. guesses d. habits

7- A person who buys goods or services is called:
a. investor b. consumer
c. seller d. manager

② Put (✓) or (x) in front of each of the following sentences:

1- To save a document in Word, we use the "Insert" menu. ( )
2- Language processing tools help in drafting writing and emails. ( )
3- Online reviews help evaluate the quality of products before buying. ( )
4- A clear subject line helps the recipient understand the message content. ( )
5- SmartArt can illustrate the stages of a plant's life cycle. ( )
6- Merging images combines two or more images into one. ( )
7- Video conferences are similar to face-to-face communication but happen via the Internet. ( )
8- Cloud computing is used in video conferencing. ( )

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Model Exam

TEST 3

① Choose the correct answer from a, b, c, or d:

1- Technological solutions help in increasing .....
a. danger b. safety
c. waste d. delay

2- The applications store on Android devices is called .....
a. App Store b. Apple Store
c. Windows Store d. Play Store

3- Inclusiveness means serving.....
a. managers b. students
c. everyone d. adults

4- Insert Tab is used to add pictures, shapes, charts, and .....
a. folders b. emails
c. videos d. books

5- What symbol should be written first to create a formula in Excel?
a. + b. - c. * d. =

6- Tools used to make online purchasing easier include:
a. Smart search engines b. Bonds
c. Stocks d. Stores

7- To save a file, we choose the command .....
a. Open b. Print
c. Save d. Exit

② Put (✓) or (x) in front of each of the following sentences:

1- Excel is an example of a messaging service. ( )
2- Artificial Intelligence works without using algorithms. ( )
3- Smart search engines use artificial intelligence to suggest products. ( )
4- Chatbots are artificial intelligence programs. ( )
5- A video conference requires people to be in the same room to communicate. ( )
6- Motion blur is an example of a special effect. ( )
7- A cycle in SmartArt represents a repeating sequence of events. ( )
8- If a file won't delete, check if it contains special symbols. ( )

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6 Model Exam

TEST 4

① Choose the correct answer from a, b, c, or d:

1- Smartphones are powerful tools for solving …… problems.
a. school b. real-life
c. old d. simple

2- Slides are used to write text and add ……
a. emails b. images
c. books d. tables

3- What is the name of a column heading like "Student Name" in a database?
a. Record b. Row
c. Field D. Workbook

4- Websites that show product comparisons help in evaluating:
a. Delivery b. Quality
c. Weather d. Reviews

5- Which company developed the Windows operating system?
a. Google b. Apple
c. Microsoft d. Linux

6- Avoid opening …… links.
a. useful b. safe
c. suspicious d. short

7- Language processing tools help in ……
a. cooking b. driving
c. writing d. drawing

② Put (✓) or (x) in front of each of the following sentences:

1- Diagrams in SmartArt can show relationships between elements. ( )
2- HTML gives the web page its shape. ( )
3- Artificial intelligence helps in color adjustment. ( )
4- JavaScript adds life to the web page. ( )
5- If a real person is needed, the reply usually comes within 24 hours. ( )
6- The Writing Area is the place where you print the report. ( )
7- Chatbots respond to questions online. ( )
8- Steps can be added to SmartArt using text boxes. ( )

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TEST 5

Model Exam

① Choose the correct answer from a, b, c, or d:

1- Electric vehicles reduce .....
a. noise
b. cost
c. speed
d. pollution

2- Which of the following is not an operating system?
a. Android
b. Mac
c. Windows
d. Facebook

3- Do not share your ..... information with strangers.
a. school
b. personal
c. public
d. class

4- Animated images and music make a presentation .....
a. boring
b. successful
c. unclear
d. empty

5- The headings of columns are called ..... names.
a. field
b. file
c. sheet
d. page

6- Online reviews give information about:
a. Opinions
b. Money
c. Stocks
d. Bonds

7- Chat windows use .....
a. robots
b. chatbots
c. drivers
d. cables

② Put (✓) or (x) in front of each of the following sentences:

1- Alexandrina Library is an example of an educational service provider. ( )
2- The "Process" category is suitable for showing project steps. ( )
3- The "Insert" tab is used to add SmartArt in PowerPoint. ( )
4- Background color can be changed in both images and videos. ( )
5- PowerPoint is rarely used at school or home. ( )
6- Educational Service Providers can provide books and online materials. ( )
7- A corrupted file can sometimes be opened using a different program. ( )
8- Image editing is only for professional photographers. ( )

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6 Model Exam

TEST 6

① Choose the correct answer from a, b, c, or d:

1- PowerPoint helps deliver messages .....
a. clearly
b. secretly
c. slowly
d. roughly

2- Email filters block .....
a. images
b. folders
c. malware
d. games

3- Stock Exchange is a market for:
a. Goods
b. Services
c. Shares
d. Reviews

4- Clean vehicles do not emit harmful .....
a. gases
b. lights
c. sounds
d. signals

5- Where can you download applications on a smartphone?
a. Recycle Bin
b. Settings
c. File Manager
d. App Store

6- WhatsApp is an example of a ..... service.
a. drawing
b. messaging
c. editing
d. printing

7- The information about one student represents one .....
a. column
b. field
c. record
d. sheet

② Put (✓) or (x) in front of each of the following sentences:

1- The Theme in PowerPoint means inserting an image inside the slide. ( )
2- Chatbot windows sometimes appear while browsing a website. ( )
3- Educational Service Providers offer services for students and teachers. ( )
4- Customizing SmartArt can make slides visually appealing. ( )
5- Text boxes in SmartArt cannot be edited. ( )
6- Deleting a corrupted file may help avoid problems. ( )
7- Downloading GIMP from the internet is illegal. ( )
8- A device may not charge because of a faulty cable. ( )

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Model Exam

TEST 7

① Choose the correct answer from a, b, c, or d:

1- Technology helps in saving …… in homes and factories.
a. food
b. water
c. energy
d. time

2- Using PowerPoint makes you like a creative ……
a. student
b. teacher
c. director
d. painter

3- To add a new column, choose ……
a. delete
b. copy
c. insert
d. save

4- When buying a product, smart search engines analyze:
a. Past data
b. Stocks
c. Bonds
d. Stores

5- Which tool of the following helps in text formatting?
a. Changing color
b. Deleting the program
c. Adjusting the clock
d. Playing sound

6- Voice assistants respond using ……
a. touch
b. writing
c. signals
d. voice

7- Applications on smartphones are downloaded from ……
a. Play Store
b. Folder
c. File
d. Desktop

② Put (✓) or (x) in front of each of the following sentences:

1- The File Tab is used only to delete presentations. ( )
2- Using SmartArt makes presentations more engaging. ( )
3- Blending images is useful for presentations. ( )
4- Making a backup is a bad idea for saving files. ( )
5- Respect and a formal greeting are important in writing emails. ( )
6- Companies do not provide customer support services. ( )
7- Filters can make an image look old. ( )
8- Flowcharts are used to show information in order. ( )

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6 Model Exam

TEST 8

① Choose the correct answer from a, b, c, or d:

1- Information technology increases job .....
a. losses
b. problems
c. prices
d. opportunities

2- When adjusting the sound on a device, we use .....
a. Printer
b. Microphone
c. Settings
d. Recycle Bin

3- Facial recognition is used to verify your .....
a. age
b. identity
c. address
d. hobby

4- Stocks represent:
a. Loans
b. Suggestions
c. Opinions
d. Ownership

5- A table can be inserted in Word from the ..... menu.
a. Insert
b. File
c. View
d. Tools

6- A presentation is a collection of .....
a. slides
b. tables
c. emails
d. books

7- Storing with large amounts of information in databases is done in .....
a. The radio
b. The computer system
c. The old mobile phone
d. The camera

② Put (✓) or (x) in front of each of the following sentences:

1- Traditional transportation problems save time. ( )
2- Image editing improves the appearance of images. ( )
3- Google Drive and OneDrive are examples of cloud storage. ( )
4- Egyptian Knowledge Bank provides online libraries and training materials. ( )
5- Customer support services are provided by schools only. ( )
6- To create a new meeting, click "New Meeting" option. ( )
7- Email sent after the conference is called a follow-up email. ( )
8- Files can be saved on an external drive. ( )

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Model Exam

TEST 9

① Choose the correct answer from a, b, c, or d:

1- An example of a messaging application is .....
a. Word
b. Paint
c. Excel
d. WhatsApp

2- Bonds involve:
a. Lending money
b. Buying products
c. Giving reviews
d. Searching

3- Electronic payment is more .....
a. slow
b. cheap
c. secure
d. old

4- A school uses a database to organize students' .....
a. colors
b. grades
c. songs
d. games

5- After installing an application, its icon appears on .....
a. Screen
b. Keyboard
c. Mouse
d. CD

6- Design Tab is used to choose the slide .....
a. file
b. number
c. size
d. text

7- An algorithm is like a .....
a. map
b. story
c. recipe
d. toy

② Put (✓) or (x) in front of each of the following sentences:

1- Open-source programs can be modified by anyone. ( )
2- Instant chat allow written communication during the conference. ( )
3- Companies do not provide customer support services. ( )
4- Technology problems never happen. ( )
5- The application store for iPhone devices is called Play Store. ( )
6- Writing unclear questions leads to accurate answers. ( )
7- If you are a participant in a meeting, you should turn off your camera. ( )
8- An undeletable file may contain special symbols in its name. ( )

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Model Exam TEST 10

Choose the correct answer from a, b, c, or d:

1. GPS tracking applications show bus ..... on the map.
   a. number b. speed
   c. color d. location
2. In PowerPoint, the bar that contains commands such as changing font size is:
   a. File bar b. Animation bar
   c. Status bar d. Home tab
3. A database is a way to store and organize large amounts of .....
   a. data b. games
   c. videos d. drawings
4. Investing in companies ethically means:
   a. Profit only b. Environment care
   c. Selling goods d. Ignoring rules
5. App Store is used in .....
   a. iPhone b. Windows
   c. Linux d. Android
6. AI mainly depends on .....
   a. batteries b. screens
   c. algorithms d. wires
7. The writing area in Word is the place where we .....
   a. Change the language b. Write text
   c. Save files d. Display images only

Put (✓) or (x) in front of each of the following sentences:

1. The operating system on Apple mobile devices is iOS. ( )
2. In a database, a column is called a record. ( )
3. After the conference, you can send a follow-up email. ( )
4. Excessive camera light can be removed in image editing. ( )
5. It is normal to face some digital problems. ( )
6. Visiting support offices means sending an email. ( )
7. To create a new meeting in Google Meet, you click on "New Meeting." ( )
8. Image editing improves the appearance of images. ( )

Model Exam

TEST 11

① Choose the correct answer from a, b, c, or d:

1- A transportation problem includes waiting at the ..... stop.

a. train b. bus

c. taxi d. metro

2- The command used to insert an image into a document is .....

a. File b. View

c. Layout d. Insert

3- To add a new image to a slide, we use the ..... tab.

a. Animations b. Design

c. Insert d. View

4- A row in a database is called a .....

a. field b. file

c. record d. page

5- Examples of operating systems for smartphones include .....

a. Android b. iOS

c. Windows d. both a and b

6- An algorithm is a set of detailed .....

a. pictures b. sounds

c. steps d. games

7- Smart search engines suggest products based on:

a. Preferences b. Weather

c. Company size d. Bonds

② Put (✓) or (x) in front of each of the following sentences:

1- To change the device language, we go to the application store. ( )

2- Microsoft Excel cannot be used to create databases. ( )

3- SmartArt is used to show information in an organized and visual way. ( )

4- The "Format" tab helps customize the appearance of SmartArt. ( )

5- You can start a meeting instantly or schedule it for later. ( )

6- Participants should behave calmly and respectfully during the meeting. ( )

7- Creating a weak password improves security. ( )

8- Background color can be changed in both images and videos. ( )

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Model Exam

TEST 12

① Choose the correct answer from a, b, c, or d:

1- What is the most famous and commonly used program for creating presentations?
a. Microsoft Word
b. Microsoft Excel
c. Microsoft PowerPoint
d. Microsoft Paint

2- A column in a database is called a .....
a. record
b. field
c. sheet
d. cell

3- Comparison websites allow evaluating:
a. Quality, price, features
b. Delivery speed only
c. Past data
d. AI tools

4- One benefit of online booking in everyday services is .....
a. Saving time and effort
b. Increasing waiting time
c. Excessive use of paper
d. Complicating procedures

5- What program makes the computer work?
a. Drawing program
b. Electronic game
c. Writing program
d. Operating system

6- Which program is used to write reports?
a. Excel
b. PowerPoint
c. Word
d. Paint

7- Artificial Intelligence enables machines to use human-like .....
a. emotions
b. logic
c. size
d. color

② Put (✓) or (x) in front of each of the following sentences:

1- The camera icon is used to turn the video on or off. ( )
2- The main goal of analyzing and modifying data is to destroy the data. ( )
3- The "Process" category of SmartArt is used to represent sequential steps. ( )
4- If a file won't delete, check if it contains special symbols. ( )
5- Cash payment is more secure than electronic payment. ( )
6- You can choose the style of SmartArt from the "SmartArt Design" tab. ( )
7- To join a meeting, you can use the meeting link that was sent to you. ( )
8- Deleting a corrupted file may help avoid problems. ( )

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Model Exam

TEST 13

① Choose the correct answer from a, b, c, or d:

1- PowerPoint allows inserting .....
a. Measuring devices
b. Calculators
c. Carpentry tools
d. Charts and videos

2- Which of the following is a flaw in an image and can be fixed by editing?
a. excessive camera light
b. Slow Internet
c. Video volume is low
d. Difficulty in typing

3- Programming languages are sets of codes and rules that give ... to the computer.
a. Instructions (or commands)
b. still images
c. Songs
d. Text files

4- To add a new column in Excel, we use the option .....
a. Insert column
b. Delete row
c. Sort data
d. Filter data

5- What is the most famous and commonly used program for creating presentations?
a. Microsoft Word
b. Microsoft Excel
c. Microsoft PowerPoint
d. Microsoft Paint

6- Video conferences allow you to communicate in the .....
a. Same Time
b. next day
c. Last week
d. Next month

7- Chatbots are designed to respond to questions .....
a. via mail
b. online
c. through television
d. none of them

② Put (✓) or (x) in front of each of the following sentences:

1- Stocks that give you an ownership stake in a company are called bonds. ( )
2- Language processing tools help in drafting writing and emails. ( )
3- Volume level can be adjusted through operating system settings. ( )
4- Suggesting a new idea to design an app is a form of innovation. ( )
5- E-commerce is the process of buying and selling products online. ( )
6- Online booking requires visiting the place personally. ( )
7- Changing the desktop background is possible through system settings. ( )
8- Artificial Intelligence works without using algorithms. ( )

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* Unit 3 *

* Lesson (1) *

1 (1) d (2) c (3) b (4) c (5) c (6) c (7) b (8) d (9) c
(10) b (11) c (12) c (13) a (14) b (15) c (16) a (17) b

2 (1) ✓ (2) x (3) ✓ (4) ✓ (5) ✓ (6) x (7) ✓ (8) x
(9) ✓ (10) ✓ (11) ✓ (12) x (13) ✓ (14) x (15) ✓ (16) x
(17) ✓ (18) x (19) ✓ (20) x (21) ✓ (22) x (23) ✓
(24) x (25) ✓ (26) x

3 (1) facts (2) algorithms (3) steps
(4) recipe (5) identity

4 (1) all users (2) privacy (3) leaked (4) society
(5) work (6) voice (7) malicious
(8) chatbots (9) writings

5 (1) Artificial Intelligence (2) Algorithm
(3) Facial Recognition (4) Voice Assistants
(5) Transparency

6 (1) Artificial Intelligence depends on algorithms to work.
(2) Voice assistants respond using voice commands.
(3) Email filters block malicious mails from reaching your inbox.
(4) AI tools should be used to benefit society, not for harmful personal gains.
(5) Transparency means explaining how AI tools work.

7 (1) Because everyone should benefit from AI, ensuring inclusiveness.
(2) Because unbiased decisions prevent errors and unfair outcomes.
(3) Because personal information should not be leaked or misused.
(4) Because AI must bring positive benefits rather than harm or personal gain.
(5) Because responsibility ensures trust and improves AI performance.

8 (1) d (2) a (3) e (4) b (5) c

* Lesson (2) *

1 (1) d (2) d (3) a (4) b (5) a (6) b (7) a (8) a (9) c
(10) d (11) a (12) b (13) b (14) a (15) a (16) b (17) a

2 (1) ✓ (2) ✓ (3) ✓ (4) ✓ (5) ✓ (6) ✓ (7) ✓ (8) x
(9) ✓ (10) x (11) ✓ (12) ✓ (13) ✓ (14) x (15) ✓ (16) x
(17) ✓ (18) x (19) x (20) x (21) ✓ (22) x (23) ✓
(24) ✓ (25) x (26) ✓

3 (1) e-commerce (2) consumer
(3) artificial intelligence (4) quality (5) users

4 (1) stakes (2) quality (3) vast (4) management
(5) AI (6) ownership (7) lend (8) environment (9) preferences (10) interest

5 (1) e-commerce (2) consumer
(3) comparison websites (4) stocks
(5) ethical and sustainable investment

6 (1) A consumer is a person who buys goods or services.
(2) Comparison websites evaluate quality, price, and features of products.
(3) Buying bonds means you lend money to the company, not ownership.
(4) Smart search engines use AI to analyze user preferences and previous data.
(5) Ethical investment focuses on companies that follow ethical principles and care for the environment.

7 (1) Because they help consumers evaluate the quality of the product and service based on others' opinions.
(2) Because they allow evaluating quality, price, and features of multiple products in one place.
(3) Because they use artificial intelligence to analyze previous data and provide suitable suggestions.
(4) Because investing in responsible companies supports sustainability and ethical practices.
(5) Because stocks represent ownership of the company divided into equal parts.

8 (1) c (2) d (3) a (4) b (5) e

* Lesson (3) *

1 (1) a (2) c (3) d (4) c (5) a (6) b (7) c (8) c (9) a
(10) d (11) b (12) b (13) c (14) b (15) c (16) a (17) c
(18) c (19) b (20) c (21) c (22) b (23) c (24) a (25) d
(26) d

2 (1) ✓ (2) x (3) x (4) ✓ (5) x (6) ✓ (7) ✓ (8) x (9) x
(10) ✓ (11) ✓ (12) x (13) ✓ (14) x (15) ✓ (16) x
(17) ✓ (18) ✓ (19) ✓ (20) x (21) ✓ (22) ✓ (23) ✓ (24) x

3 (1) students (2) educational (3) libraries
(4) companies (5) formal

4 (1) responses (2) explanation (3) subject
(4) greeting (5) intelligence (6) accurately

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(7) employee (8) office (9) online (10) 24

5 (1) Educational Service Providers (ESPs)
(2) Customer Support Services (3) Email
(4) Chatbots (5) Telephone communication

6 (1) Email is a formal and professional way of communication.
(2) Chatbots are artificial intelligence programs that answer questions online.
(3) Customer support services are provided by companies.
(4) A good email should begin with a formal and respectful greeting.
(5) If a real person is needed, the service provider usually replies within 24 hours.

7 (1) c (2) d (3) a (4) b (5) e

* Lesson (4) *

1 (1) c (2) d (3) b (4) d (5) c (6) a (7) b (8) d (9) a
(10) b (11) b (12) c (13) d (14) a (15) b (16) d (17) a
(18) b (19) c (20) a (21) b (22) c (23) d (24) c (25) c

2 (1) ✓ (2) ✓ (3) ✓ (4) ✓ (5) ✓ (6) ✓ (7) ✓ (8) x
(9) ✓ (10) ✓ (11) x (12) ✓ (13) x (14) ✓ (15) ✓
(16) ✓ (17) x (18) ✓ (19) x (20) ✓ (21) ✓ (22) x
(23) ✓ (24) ✓ (25) x

3 (1) audio (2) Internet (3) computing
(4) work (5) Zoom

4 (1) microphone (2) unmute (3) off (4) respectful
(5) email (6) Meeting (7) link (8) later (9) link (10) Join

5 (1) Video Conference (2) Video Conferencing
(3) Microsoft Teams, Google Meet, Zoom
(4) Mute/Unmute Microphone and Turn On/Off Camera (5) Follow-up and Recording

6 (1) Video conferences allow people to communicate using both audio and video.
(2) To join a Google Meet, you can join using a link or meeting code; creating a new meeting is not required.
(3) Clicking the camera icon turns your video on or off; the microphone icon mutes/unmutes audio.
(4) You should only use your camera or microphone when needed.
(5) After a meeting, you can send a follow-up email and attach the recording if available.

7 different places, using audio and video.
(2) Checking the Internet, camera, and microphone before a meeting helps avoid technical problems that could interrupt the conference.
(3) To ensure that participants are not disturbed by background noise or unnecessary video, and to maintain a professional and respectful environment.
(4) They help participants review what was discussed, remember important points, and share information with those who could not attend.
(5) Because appropriate behavior ensures the meeting runs smoothly, everyone can focus, and communication remains professional.

8 (1) e (2) b (3) c (4) d (5) a

* Lesson (5) *

1 (1) c (2) d (3) b (4) d (5) b (6) a (7) b (8) c (9) a
(10) a (11) b (12) c (13) d (14) c (15) d (16) b (17) a
(18) a (19) b (20) b (21) c (22) b (23) c (24) a (25) d

2 (1) x (2) ✓ (3) ✓ (4) x (5) ✓ (6) ✓ (7) ✓ (8) x
(9) ✓ (10) ✓ (11) ✓ (12) ✓ (13) ✓ (14) x (15) x
(16) ✓ (17) ✓ (18) ✓ (19) x (20) ✓ (21) x (22) ✓
(23) ✓ (24) x (25) ✓

3 (1) programming (2) symbols (3) structure (4) shape (5) dynamic

4 (1) replaced (2) link (3) backup (4) drive (5) symbols (6) life (7) program
(8) delete (9) cable (10) adapter

5 (1) Programming languages
(2) HTML (Hyper Text Markup Language)
(3) JavaScript (4) Corrupted file (5) Backup

6 (1) c (2) a (3) b (4) d (5) e

* Lesson (6) *

1 (1) a (2) b (3) c (4) c (5) b (6) a (7) c (8) c (9) a
(10) a (11) b (12) d (13) d (14) b (15) c (16) b (17) b
(18) a (19) b (20) b (21) a (22) d (23) c (24) b (25) c
(26) c

2 (1) ✓ (2) ✓ (3) ✓ (4) x (5) ✓ (6) x (7) ✓ (8) x
(9) ✓ (10) ✓ (11) x (12) x (13) ✓ (14) x (15) x (16) x
(17) x (18) ✓ (19) ✓ (20) x (21) ✓ (22) x (23) ✓
(24) x (25) ✓

3 (1) changing (2) mistakes (3) GNU
(4) free (5) open-source

4 (1) blending (2) effects (3) blur (4) artificial
(5) colors (6) internet (7) flaws (8) colors
(9) light (10) background

5 (1) Image Editing (2) GIMP
(3) Merging Images / Blending
(4) Filters / Special Effects (5) Artificial Intelligence

6 (1) c (2) d (3) b (4) a

7 (1) GIMP is a free and open-source program that anyone can use and modify.
(2) Image editing is used to change and modify images to make them look better or more attractive.
(3) GIMP can be downloaded directly from the Internet.
(4) Image editing allows merging two different images to become one image.
(5) Artificial intelligence helps in adjusting the colors of an image so that only the needed colors appear.

* Revision on unit 3 *

* TEST 1 *March*

1 (1) d (2) c (3) b (4) a (5) a (6) b (7) d
2 (1) ✓ (2) x (3) ✓ (4) x (5) ✓ (6) ✓ (7) ✓ (8) ✓

* TEST 2 *March*

1 (1) c (2) c (3) b (4) c (5) b (6) a (7) a
2 (1) ✓ (2) x (3) ✓ (4) x (5) ✓ (6) ✓ (7) ✓ (8) x

* TEST 3 *March*

1 (1) d (2) b (3) d (4) c (5) a (6) b (7) c
2 (1) ✓ (2) ✓ (3) ✓ (4) x (5) ✓ (6) ✓ (7) x (8) ✓

* Unit 4 *

* Lesson (1) *

1 (1) c (2) d (3) a (4) a (5) b (6) c (7) d (8) a (9) b
(10) c (11) b (12) d (13) c (14) c (15) b (16) b (17) b
(18) d (19) a (20) c (21) d (22) b (23) c (24) c (25) b

2 (1) ✓ (2) x (3) ✓ (4) ✓ (5) x (6) ✓ (7) x (8) ✓
(9) ✓ (10) x (11) ✓ (12) ✓ (13) ✓ (14) x (15) ✓ (16) x
(17) ✓ (18) ✓ (19) x (20) ✓ (21) x (22) ✓ (23) x
(24) ✓ (25) x

3 (1) Technology (2) real-life (3) exhaust
(4) pollution (5) consumption

4 (1) problem (2) location (3) secure (4) congestion
(5) safety (6) opportunities (7) time (8) location
(9) payment (10) time

5 (1) Information and Communication Technology (ICT)
(2) Global Positioning System (GPS)
(3) Online booking (4) Clean vehicles
(5) Electronic payment

6 (1) c (2) b (3) d (4) a (5) e

* Lesson (2) *

1 (1) d (2) d (3) b (4) d (5) b (6) c (7) d (8) b (9) d
(10) c (11) a (12) a (13) a (14) a (15) a (16) b (17) c
(18) b (19) a (20) b (21) d (22) b (23) b (24) a (25) d

2 (1) ✓ (2) x (3) ✓ (4) x (5) ✓ (6) x (7) ✓ (8) ✓ (9) x
(10) ✓ (11) ✓ (12) x (13) ✓ (14) x (15) ✓ (16) x
(17) x (18) ✓ (19) x (20) ✓ (21) ✓ (22) x (23) ✓
(24) x (25) ✓

3 (1) computer (2) user (3) folders
(4) Operating System (5) Linux

4 (1) CD (2) App Store (3) icon (4) open
(5) performance (6) Operating System
(7) system settings (8) Control Panel
(9) Settings (10) learning

5 (1) Operating System (2) Programs
(3) Control Panel (4) Application

6 (1) c (2) a (3) c (4) b (5) d

7 (1) The operating system is a program that makes the computer work.
(2) A computer cannot function or interact with the user without an operating system.
(3) The operating system is responsible for running different programs.
(4) The operating system controls device components such as the screen, mouse, and keyboard.
(5) Linux is an example of an operating system.
(6) Programs can be downloaded from the internet or from a compact disc (CD).
(7) After installing an application on

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a smartphone, its icon appears on the screen and can be opened by clicking on it.

5 (1) Because the operating system is the program that makes the computer work and allows it to interact with the user.

(2) Because it is responsible for running different programs such as games, writing, and designing programs.

(3) Because one of its main functions is to organize and manage files and folders on the computer.

(4) Because changing some settings may affect the device's performance.

(5) Because after installing the application from the store, its icon automatically appears on the screen and can be opened by clicking on it.

* Lesson (3) *

1 (1) c (2) d (3) b (4) d (5) c (6) a (7) a (8) c (9) b (10) c (11) b (12) b (13) c (14) a (15) b (16) b (17) d (18) c (19) b (20) b (21) b (22) d (23) b (24) b (25) d

2 (1) ✓ (2) x (3) ✓ (4) x (5) ✓ (6) ✓ (7) x (8) ✓ (9) ✓ (10) x (11) ✓ (12) ✓ (13) x (14) ✓ (15) x (16) ✓ (17) ✓ (18) ✓ (19) x (20) ✓ (21) ✓ (22) x (23) ✓ (24) x (25) ✓

3 (1) word processing (2) format (3) headings (4) Layout (5) font

4 (1) files (2) messaging (3) personal (4) unknown (5) respect (6) Writing (7) New (8) Lives (9) Insert (10) File

5 (1) Microsoft Word (2) Menu Bar (3) Writing Area (4) Messaging services (5) Insert menu

6 (1) d (2) c (3) e (4) a (5) b

7 (1) Microsoft Word is a word processing program used to write and format reports.

(2) The Writing Area is the place where you write the report.

(3) The Menu Bar contains commands such as "File", "Insert", and "Layout".

(4) To write a report, you must first open the Microsoft Word program.

(5) Microsoft Word allows you to insert images, tables, and headings to organize the document.

(6) Messaging services help us exchange messages, images, and files quickly and easily online.

(7) You should not share your personal information with strangers when using messaging services.

* Lesson (4) *

1 (1) c (2) d (3) c (4) d (5) a (6) d (7) d (8) a (9) c (10) d (11) c (12) c (13) d (14) c (15) a (16) a (17) b (18) b (19) b (20) a (21) a (22) a (23) a (24) a

2 (1) ✓ (2) x (3) ✓ (4) ✓ (5) ✓ (6) x (7) ✓ (8) ✓ (9) x (10) ✓ (11) ✓ (12) ✓ (13) ✓ (14) x (15) ✓ (16) ✓ (17) x (18) ✓ (19) x (20) ✓ (21) ✓ (22) x (23) ✓ (24) ✓ (25) ✓

3 (1) slides (2) clearly (3) engaging (4) images (5) Microsoft Office

4 (1) size (2) videos (3) spelling (4) director (5) tools (6) school (7) move (8) top left (9) print

5 (1) Microsoft PowerPoint (2) Slides (3) Animation options (4) File Tab (5) Insert Tab

6 (1) d (2) a (3) e (4) b (5) c

7 (1) A presentation is a collection of slides used to present information and ideas.

(2) Slides are the spaces where we write text and add images in PowerPoint.

(3) Microsoft PowerPoint is a program used to create presentations.

(4) PowerPoint is part of the Microsoft Office suite.

(5) Animation options make slides move and look attractive and engaging.

(6) A successful presentation uses text, images, shapes, and animations to deliver the message clearly and attractively.

(7) When you open PowerPoint, you will find a well-organized Interface that makes your work easier.

* Lesson (5) *

1 (1) b (2) a (3) c (4) d (5) c (6) b (7) b (8) d (9) c (10) b (11) c (12) c (13) a (14) c (15) b (16) a (17) b (18) c (19) b (20) a (21) b (22) c (23) b (24) c (25) b

2 (1) ✓ (2) x (3) ✓ (4) x (5) ✓ (6) x (7) ✓ (8) ✓ (9) x

(10) ✓ (11) ✓ (12) ✓ (13) ✓ (14) x (15) ✓ (16) x (17) ✓ (18) x (19) ✓ (20) x (21) ✓ (22) x (23) ✓ (24) x (25) ✓

3 (1) database (2) Excel (3) field (4) record (5) first

4 (1) sorting (2) dividing (3) addition (4) average (5) information (6) second (7) item (8) columns (9) Insert (10) "="

5 (1) Database (2) Field (3) Record (4) Field names (5) Microsoft Excel

6 (1) d (2) a (3) e (4) c (5) b

7 (1) A database is an organized table that stores and organizes large amounts of data and information.

(2) Microsoft Excel can be used to create simple databases.

(3) In a database, a row is called a Record.

(4) A column in a database is called a Field and represents the type of information.

(5) To create a formula in Excel, you must start with the "=" sign.

(6) You can add a new column in Excel using "Insert Column" without affecting existing data.

8 (1) Because a database organizes large amounts of data into tables, making it easy to search, analyze, and modify information.

(2) Because Excel allows you to create tables with columns (fields) and rows (records) to store and organize data.

(3) Because a row represents all information about one item, such as the data of one student.

(4) Because Excel formulas allow you to add, subtract, multiply, divide, and calculate averages quickly and accurately.

(5) Because the "=" sign tells Excel that what follows is a formula, not just plain text or numbers.

* Lesson (6) *

1 (1) b (2) c (3) d (4) a (5) d (6) c (7) a (8) b (9) c (10) d (11) a (12) b (13) b (14) a (15) b (16) b (17) c (18) b (19) a (20) b (21) d (22) a (23) b (24) d (25) c

2 (1) ✓ (2) x (3) ✓ (4) x (5) ✓ (6) ✓ (7) x (8) ✓ (9) x (10) ✓ (11) x (12) ✓ (13) ✓ (14) x (15) ✓ (16) x (17) ✓ (18) ✓ (19) x (20) ✓ (21) ✓ (22) x (23) ✓ (24) x (25) ✓

3 (1) Flowchart (2) SmartArt (3) Insert (4) Text Box (5) Customize

4 (1) audience (2) relationships (3) project steps (4) Visually (5) Format (6) SmartArt (7) Color option (8) Text Boxes (9) Cycle (10) SmartArt Design

5 (1) c (2) a (3) b (4) d (5) e

6 (1) SmartArt is used to show information visually in an organized way.

(2) Flowcharts make presentations more engaging.

(3) To insert SmartArt, you click the "Insert" tab.

(4) The "Process" category is suitable for showing a series of steps.

(5) You can change colors and styles in SmartArt using the SmartArt Design tab.

7 (1) Because it shows information visually in an organized way using steps or clear relationships.

(2) Because they present information visually instead of using long texts.

(3) Because it is suitable for representing a series of steps.

(4) Because the SmartArt icon is found in the Insert tab in the top ribbon of PowerPoint.

(5) Because it allows you to change colors and styles to make the flowchart more visually appealing

* Revision on unit 4 *

* TEST 1 * Abril *

1 (1) c (2) c (3) b (4) d (5) b (6) d (7) c

2 (1) ✓ (2) ✓ (3) ✓ (4) ✓ (5) x (6) ✓ (7) ✓ (8) ✓

* TEST 2 * Abril *

1 (1) d (2) d (3) a (4) c (5) b (6) c (7) c

2 (1) ✓ (2) ✓ (3) x (4) x (5) ✓ (6) ✓ (7) ✓ (8) ✓

* TEST 3 * Abril *

1 (1) b (2) c (3) d (4) d (5) c (6) d (7) d

2 (1) ✓ (2) ✓ (3) x (4) ✓ (5) x (6) ✓ (7) ✓ (8) ✓

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* Final Exams *

* TEST 1 *

1. (1) b (2) b (3) b (4) a (5) b (6) a (7) a
2. (1) x (2) ✓ (3) ✓ (4) ✓ (5) ✓ (6) ✓ (7) ✓ (8) x

* TEST 2 *

1. (1) c (2) b (3) b (4) d (5) c (6) a (7) b
2. (1) x (2) ✓ (3) ✓ (4) ✓ (5) ✓ (6) ✓ (7) ✓ (8) ✓

* TEST 3 *

1. (1) b (2) d (3) c (4) c (5) d (6) a (7) c
2. (1) x (2) x (3) ✓ (4) ✓ (5) x (6) ✓ (7) ✓ (8) ✓

* TEST 4 *

1. (1) b (2) b (3) c (4) b (5) c (6) c (7) c
2. (1) ✓ (2) ✓ (3) ✓ (4) ✓ (5) x (6) ✓ (7) ✓ (8) ✓

* TEST 5 *

1. (1) d (2) d (3) b (4) b (5) a (6) a (7) b
2. (1) ✓ (2) ✓ (3) ✓ (4) ✓ (5) x (6) ✓ (7) ✓ (8) x

* TEST 6 *

1. (1) a (2) c (3) c (4) a (5) d (6) b (7) c
2. (1) x (2) ✓ (3) ✓ (4) ✓ (5) x (6) ✓ (7) x (8) ✓

* TEST 7 *

1. (1) c (2) c (3) c (4) a (5) a (6) d (7) a
2. (1) x (2) ✓ (3) ✓ (4) x (5) ✓ (6) x (7) ✓ (8) ✓

* TEST 8 *

1. (1) d (2) c (3) b (4) d (5) a (6) a (7) b
2. (1) x (2) ✓ (3) ✓ (4) ✓ (5) x (6) ✓ (7) ✓ (8) ✓

* TEST 9 *

1. (1) d (2) a (3) c (4) b (5) a (6) c (7) c
2. (1) ✓ (2) ✓ (3) x (4) x (5) x (6) x (7) ✓ (8) ✓

* TEST 10 *

1. (1) d (2) d (3) a (4) b (5) a (6) c (7) b
2. (1) ✓ (2) x (3) ✓ (4) ✓ (5) ✓ (6) x (7) ✓ (8) ✓

* TEST 11 *

1. (1) b (2) d (3) c (4) c (5) d (6) c (7) a
2. (1) x (2) x (3) ✓ (4) ✓ (5) ✓ (6) ✓ (7) x (8) ✓

* TEST 12 *

1. (1) c (2) b (3) a (4) a (5) d (6) c (7) b
2. (1) ✓ (2) x (3) ✓ (4) ✓ (5) x (6) ✓ (7) ✓ (8) ✓

* TEST 13 *

1. (1) d (2) a (3) a (4) a (5) c (6) a (7) b
2. (1) ✓ (2) ✓ (3) ✓ (4) ✓ (5) ✓ (6) x (7) ✓ (8) x

"With best wishes for success"

الدعاية والتسويق

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